



Microsoft Outlook

How to edit credential for Outlook via Credential Manager

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TLP	WHITE

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Introduction

Outlook is an email client and organizer from Microsoft and part of the Microsoft Office suite. It is primarily used as an email client which includes features such as a calendar, contact manager, task manager note-taking.

In the context of Microsoft Outlook, "credentials" typically refer to the login information or authentication details that are used to access your email account or other services within Outlook.

Amending credentials in Outlook are related to password changes, security measures, account recovery, changes in email service providers or settings, and ensuring the correct configuration of your email accounts. It's essential to keep your email credentials up to date for the proper functioning and security of your email accounts in Outlook.

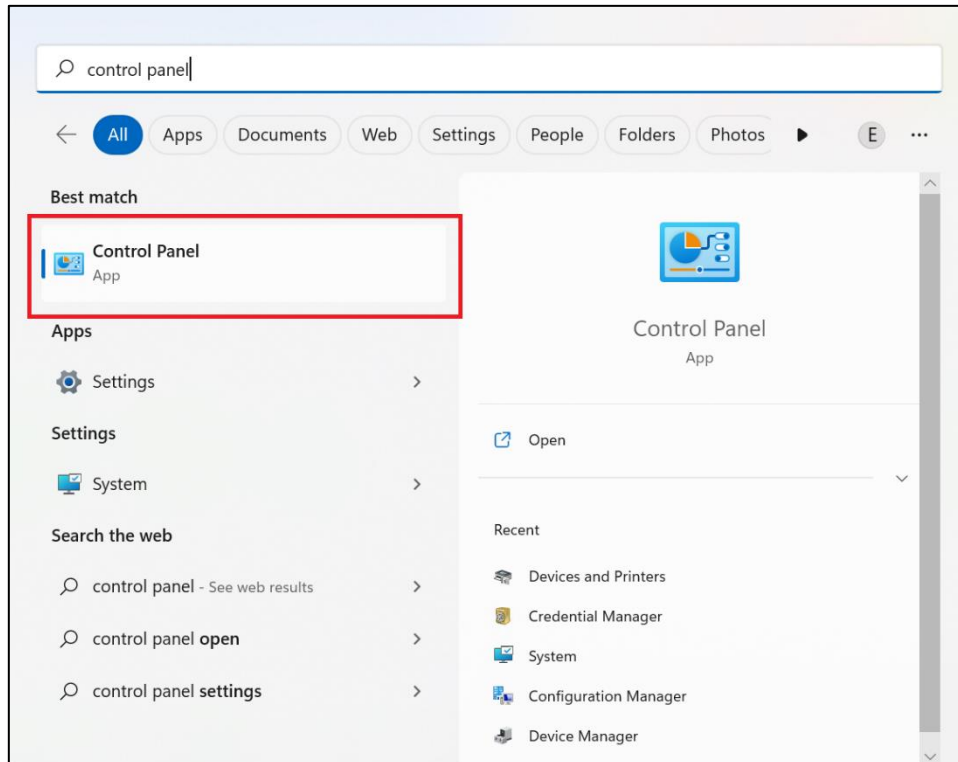
Steps

Step 1

Take note of the account that you are trying to login and close the outlook application.

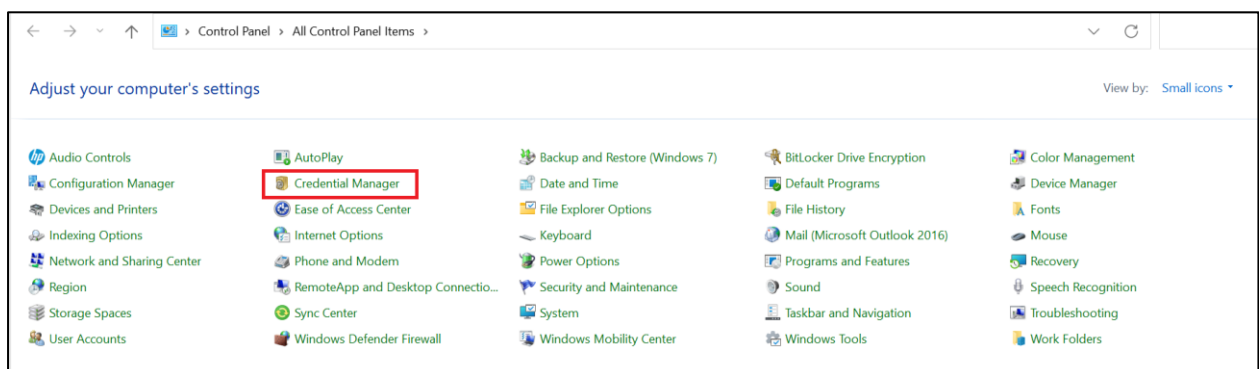
Step 2

Open Control Panel (Make sure the view is by small icons)



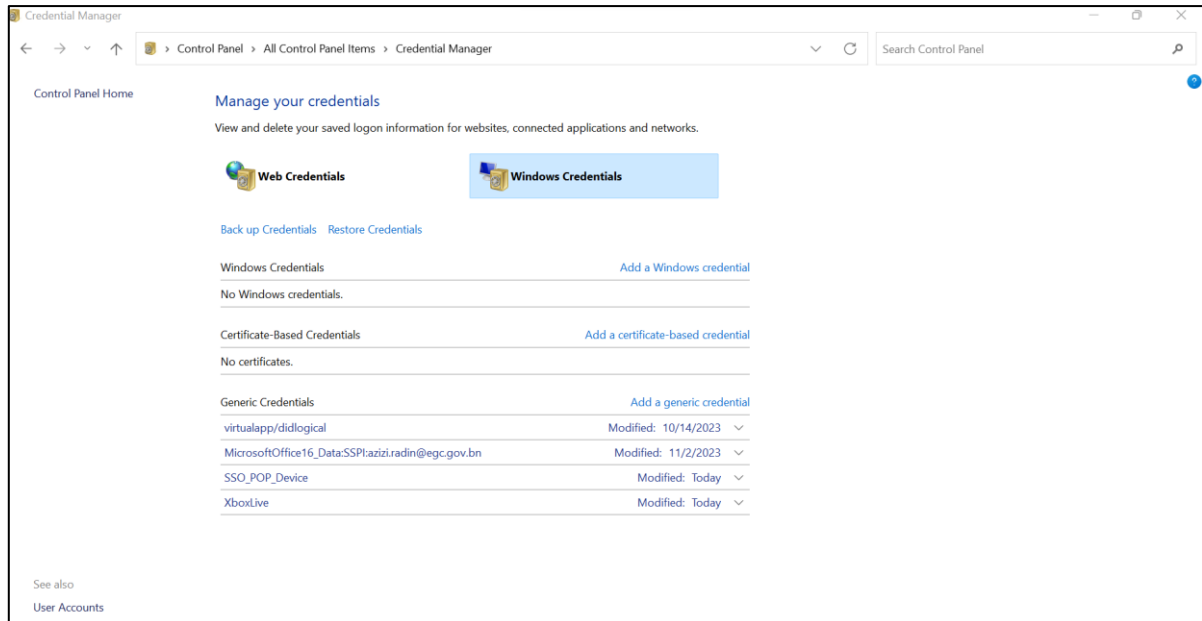
Step 3

Click on **Credential Manager**



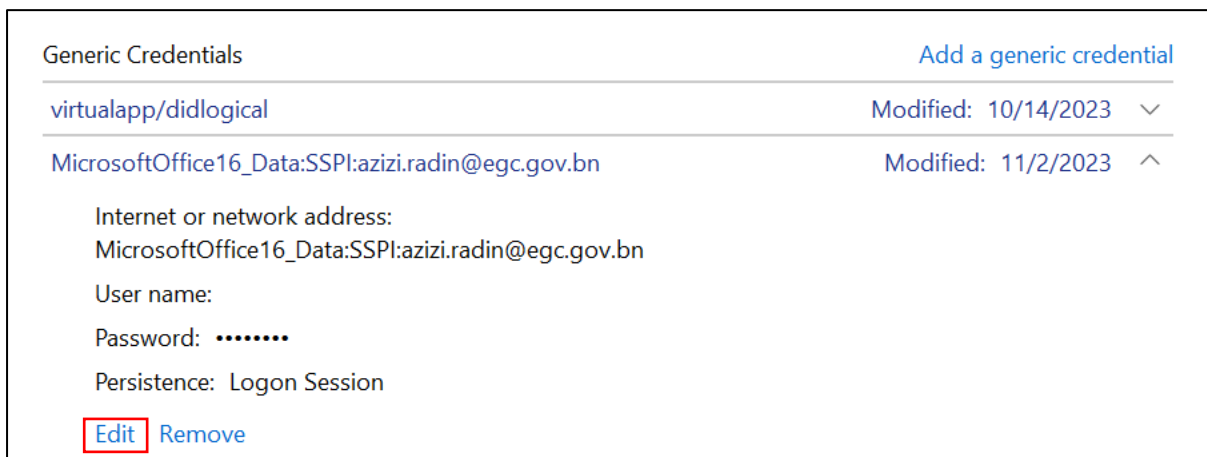
Step 4

Click on **Windows Credential**



Step 5

Under the **Generic Credentials**, locate the item with Microsoft Office followed by the email you are trying to access and drop down using the arrow key on the right of the item.



Step 6

Re-enter the username and the correct password, then click Save.

Edit Generic credential

Make sure that the user name and password that you type can be used to access the location.

Internet or network address: MicrosoftOffice16_Data:SSPI:azizi.radin@egc.

User name:

Password:

Step 7

Open outlook. A positive result should allow you to access said email without entering credential.