

Microsoft Outlook

How to edit credential for Outlook via Credential Manager

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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)

♀ control panel		
All Apps Documents Best match	Web Sett	tings People Folders Photos E ···
Control Panel		
Apps	>	Control Panel _{App}
Settings		C Open
System	>	Recent
O control panel - See web results	>	 Devices and Printers Gredential Manager
𝒫 control panel open	>	System
	>	Configuration Manager

Step 3

Click on Credential Manager

\leftarrow \rightarrow \checkmark \uparrow \blacksquare > Control	Panel > All Control Panel Items >			~ C
Adjust your computer's settir	ngs			View by: Small icons
🕼 Audio Controls	AutoPlay	😼 Backup and Restore (Windows 7)	🍕 BitLocker Drive Encryption	🛃 Color Management
🌄 Configuration Manager	Credential Manager	📸 Date and Time	🅞 Default Programs	all Device Manager
🟘 Devices and Printers	🕲 Ease of Access Center	🖼 File Explorer Options	👆 File History	🗼 Fonts
Indexing Options	😪 Internet Options	🚤 Keyboard	Mail (Microsoft Outlook 2016)	Mouse
💐 Network and Sharing Center	Phone and Modem	🍞 Power Options	💽 Programs and Features	😓 Recovery
🔗 Region	🔩 RemoteApp and Desktop Connectio	🌾 Security and Maintenance	Sound	Speech Recognition
Storage Spaces	Sync Center	🛒 System	Taskbar and Navigation	📠 Troubleshooting
👪 User Accounts	💣 Windows Defender Firewall	Windows Mobility Center	n Windows Tools	book Folders



Step 4

Click on Windows Credential

Credential Manager						
$\leftarrow \rightarrow \ \cdot \ \uparrow \ $	> Control Panel > All Control Panel Items > Credential Mana	ger	\sim	C	Search Control Panel	۶
Control Panel Home	Manage your credentials View and delete your saved logon information for we	bsites, connected applications and networks.				
	Web Credentials	Windows Credentials				
	Back up Credentials Restore Credentials					
	Windows Credentials	Add a Windows crede	ential			
	No Windows credentials.					
	Certificate-Based Credentials	Add a certificate-based crede	ential			
	No certificates.					
	Generic Credentials	Add a generic crede	ential			
	virtualapp/didlogical	Modified: 10/14/2023	\sim			
	MicrosoftOffice16_Data:SSPI:azizi.radin@egc.gov.br	Modified: 11/2/2023	\sim			
	SSO_POP_Device	Modified: Today	\sim			
	XboxLive	Modified: Today	\sim			
See also						
User Accounts						

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.

Generic Credentials	Add a generic credential		
virtualapp/didlogical	Modified: 10/14/2023	\sim	
MicrosoftOffice16_Data:SSPI:azizi.radin@egc.gov.bn	Modified: 11/2/2023	$^{\sim}$	
Internet or network address: MicrosoftOffice16_Data:SSPI:azizi.radin@egc.gov.bn			
User name:			
Password: ••••••			
Persistence: Logon Session			
Edit Remove			



Step 6

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

Internet or network address:	MicrosoftOffice16_Data:SSPI:azizi.radin	@egc.
User name:	- mtic\azizi.radin	
Password:	•••••	

Step 7

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

