How do I change my password in Outlook 2011 for Mac?

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1. Go to the **Outlook** menu in the menu bar and choose **Preferences**.



2. Click the **Accounts** button.

If you have multiple accounts setup in Outlook 2011, please make sure that you are in your GCCCD Exchange account settings.

00		Out	look Preferen	ces		
Show All						
Personal Settings						
.8.		<u> </u>		AA	ABC	
General	Accounts	Notifications & Sounds	Categories	Fonts	AutoCorrect	
E-mail						
Ê	P	Ľ	E			
Reading	Composing	Signatures	Rules	Schedules		
Other						
		Z	<u>i</u>			
Calendar	Contacts	Sync Services	Feedback			

3. Change your password in the **Password** field and close the window. The window automatically saves any changes made.

8	GCCCD Email Exchange Account				
Account description:	GCCCD Email				
Personal information					
Full name:	John Doe				
E-mail address:	John.Doe@gcccd.edu				
Authentication					
Method:	User Name and Password				
User name:	GCCCDEDU\John.Doe				
Password:	•••••				