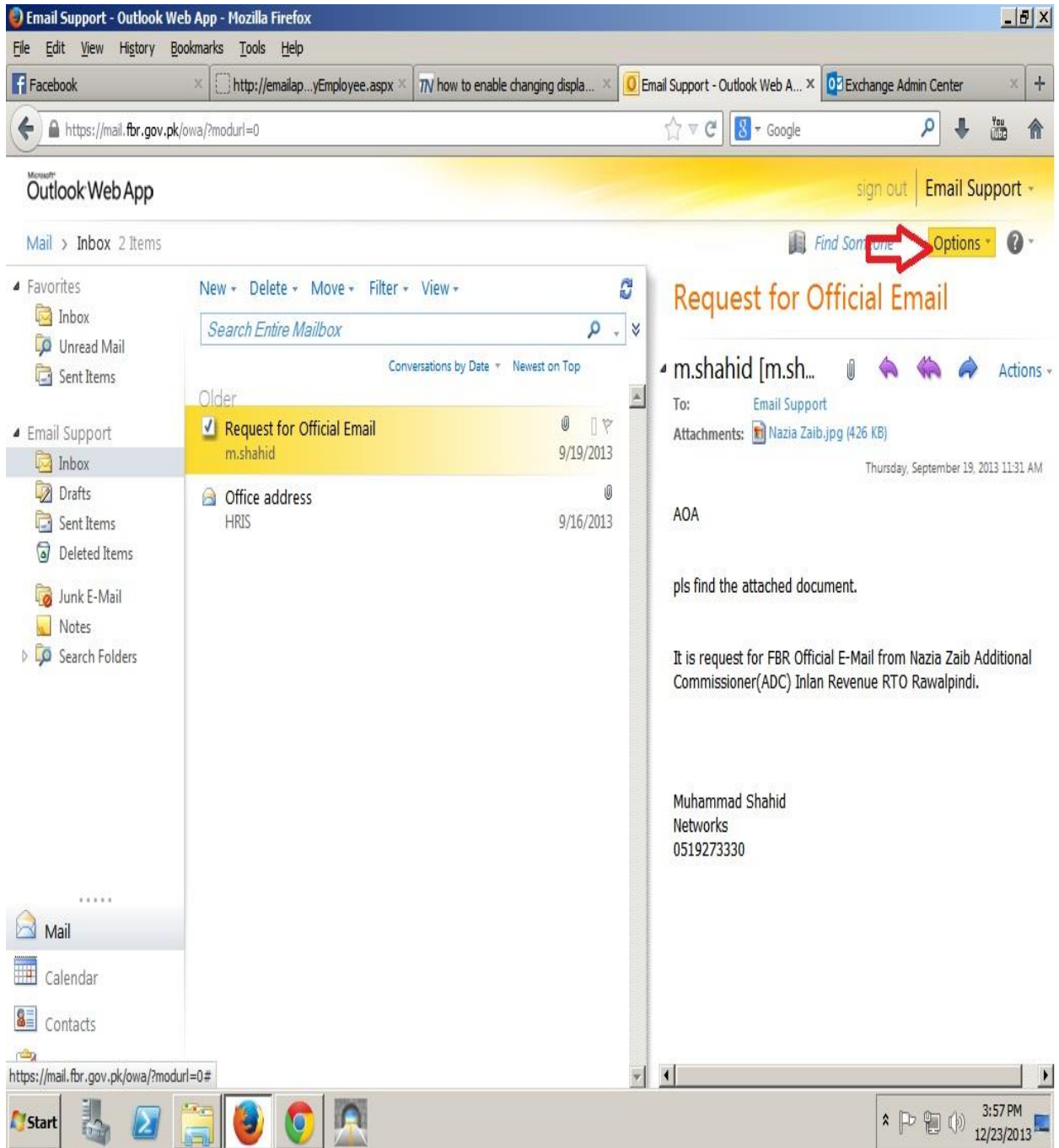


# **How to Change the Designation/Display Name And Other Related Information in your Official Email Account**

- 1) Log in to your Email Account.
- 2) Click on the Option Button as shown in the below figure.



3) Now Click on the “See all option...” link as shown in below figure.

Navigation pane (left): Favorites (Inbox, Unread Mail, Sent Items), Email Support (Inbox, Drafts, Sent Items, Deleted Items, Junk E-Mail, Notes, Search Folders), Mail, Calendar, Contacts, Tasks

Mail list (center):

Subject	Date
Request for Official Email m.shahid	9/19/2013
Office address HRIS	9/16/2013

Options menu (top right): Find Someone, Options, ?

- Options
- Set Automatic Replies...
- Change Your Password...
- Create an Inbox Rule...
- See All Options...

Select a Theme (middle right): AOA, pls find the attach...

Email content (right):

Request for Official Email

m.shahid [m...]

To: Email...

Attachments: [Attachment icon]

AOA

pls find the attach...

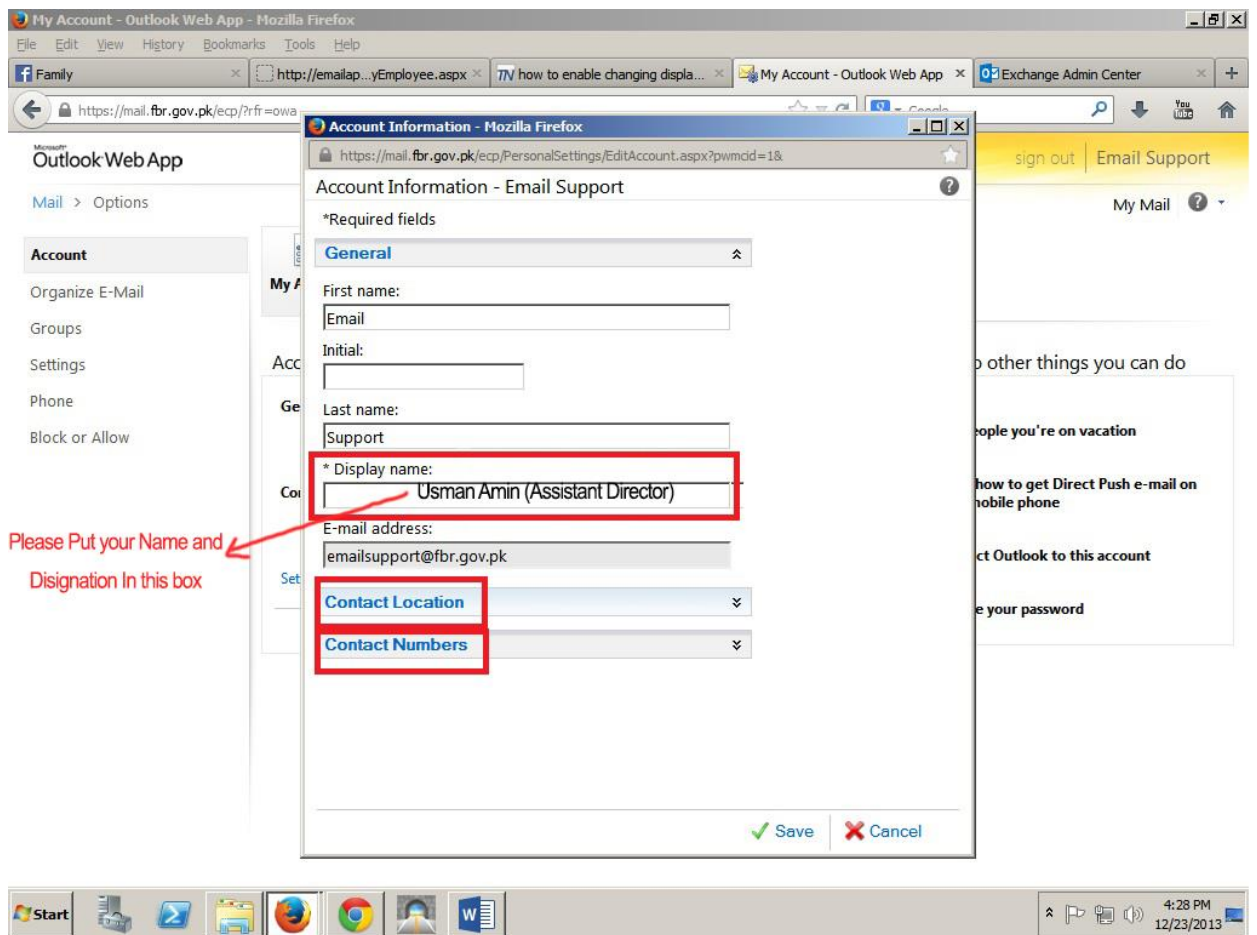
It is request for FBR Official E-Mail from Nazia Zaib Additional Commissioner(ADC) Inlan Revenue RTO Rawalpindi.

Muhammad Shahid  
Networks  
0519273330

4) Now Click on “Edit” to Change your Display Name, Contact Location & Contact Numbers

The screenshot shows the Outlook Web App interface in a browser. The address bar displays <https://mail.fbr.gov.pk/ecp/?rfi=owa>. The page title is "Outlook Web App" with "sign out" and "Email Support" links. The breadcrumb "Mail > Options" and "My Mail" are visible. A left sidebar lists "Account", "Organize E-Mail", "Groups", "Settings", "Phone", and "Block or Allow". The main content area is titled "My Account" and "Account Information - Email Support". It contains two sections: "General" with "Display name: Email Support" and "E-mail address: emailsupport@fbr.gov.pk"; and "Contact Numbers" with "Work phone: 051-9204604" and "Mobile phone:". Below these is a link for "Settings for POP, IMAP, and SMTP access...". A yellow "Edit" button is highlighted with a red arrow. To the right, a "Shortcuts to other things you can do" box lists: "Tell people you're on vacation", "Learn how to get Direct Push e-mail on your mobile phone", "Connect Outlook to this account", and "Change your password". The footer shows <https://mail.fbr.gov.pk/owa/?modurl=0#>.

- 5) In the “Display Name ” filed, write your Name with Designation to be Displayed. You can also update your address and contact number in the respective filed of Contact Location & Contact Numbers



- 6) After providing all the details in respective filed, Click Save.