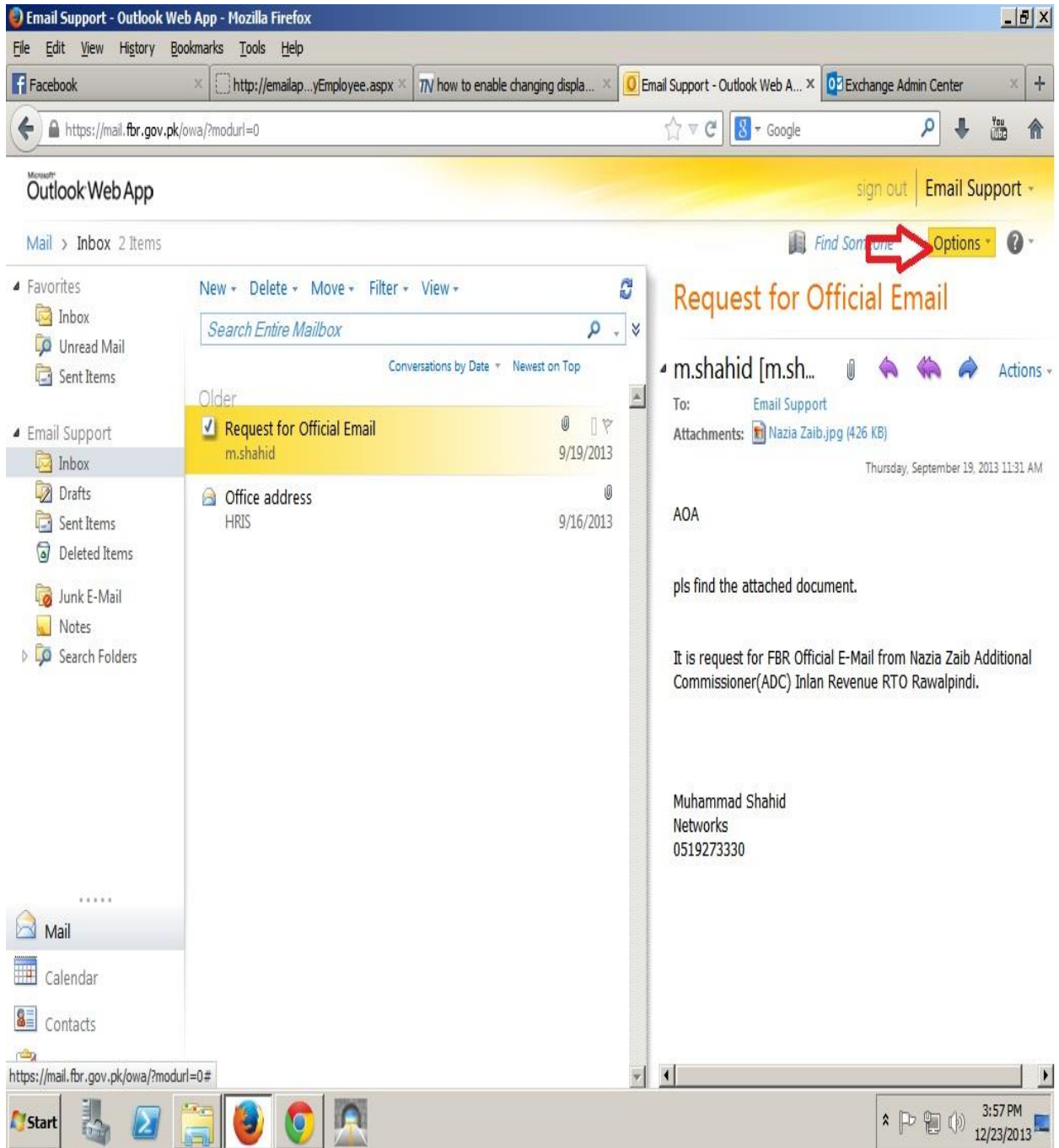# How to Change the Designation/Display Name And Other Related Information in your Official Email Account

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.

Email Support - Outlook Web App - Mozilla Firefox

File   Edit   View   History   Bookmarks   Tools   Help

Facebook   http://emailap...yEmployee.aspx   how to enable changing displa...   Email Support - Outlook Web A...   Exchange Admin Center

https://mail.fbr.gov.pk/owa/?modurl=0   Google

Microsoft
Outlook Web App   sign out   Email Support

Mail > Inbox 2 Items   Find Someone   Options

▲ Favorites   New ▾ Delete ▾ Move ▾ Filter ▾ View ▾   Options
   Inbox
   Unread Mail   Search Entire Mailbox   Request f   Set Automatic Replies...
   Sent Items   Change Your Password...
                              Conversations by Date ▾ Newest on Top   Create an Inbox Rule...
▲ Email Support   Older   ▸ m.shahid [m   Action
   Inbox   ☑ Request for Official Email   To: Email   See All Options...
   Drafts   m.shahid   9/19/2013   Attachments: 3 11:31 AM
   Sent Items   ✉ Office address   AOA   Select a Theme
   Deleted Items   HRIS   9/16/2013
   Junk E-Mail   pls find the attach
   Notes
 ▷ Search Folders   It is request for FBR Official E-Mail from Nazia Zaib Additional
                                                                     Commensuer(ADC) Inlan Revenue RTO Rawalpindi.
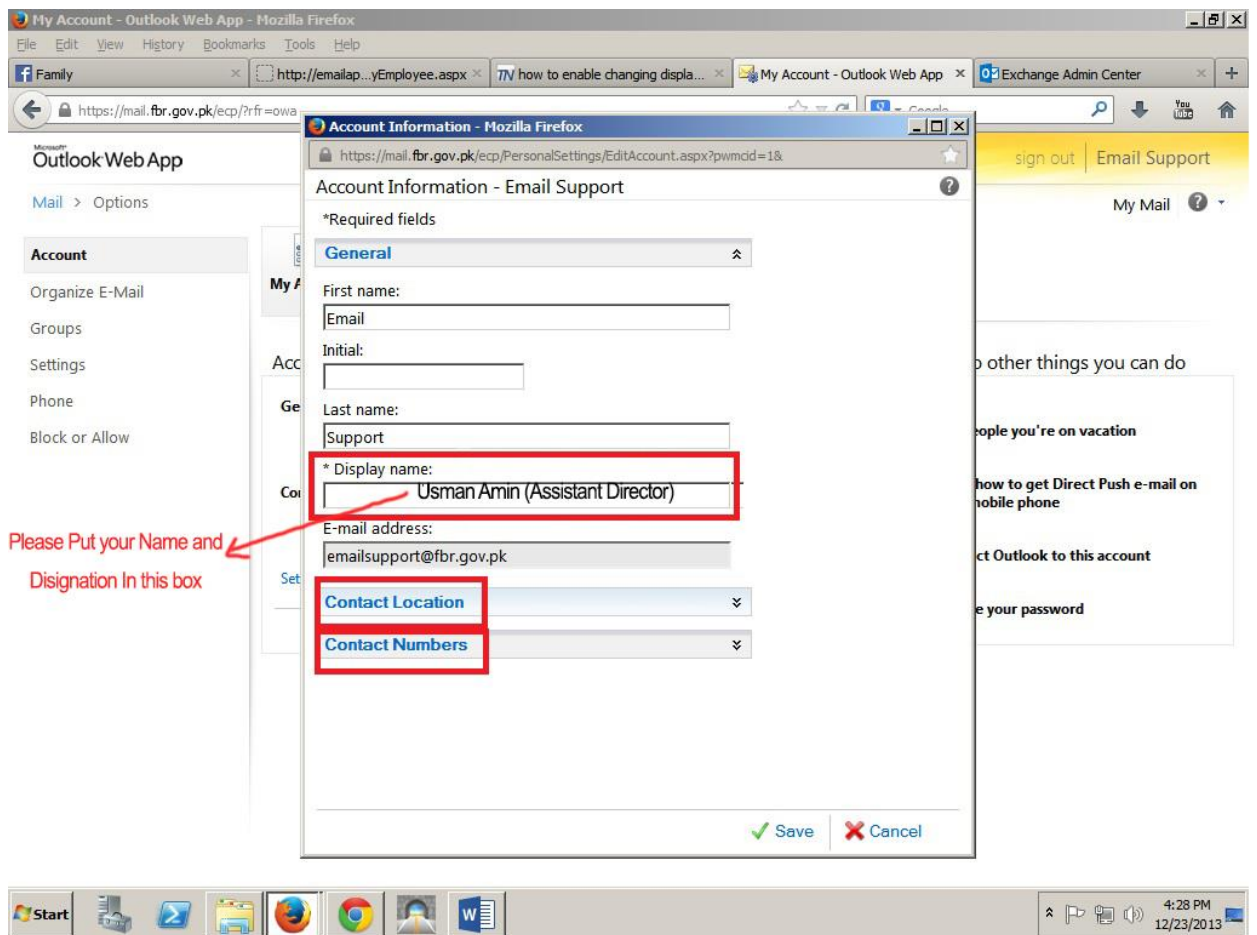
                                                                     Muhammad Shahid
                                                                     Networks
                                                                     0519273330

   Mail

   Calendar

   Contacts

   Tasks

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

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.