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Procedure: Outlook 2010 - Managing your Saved Password
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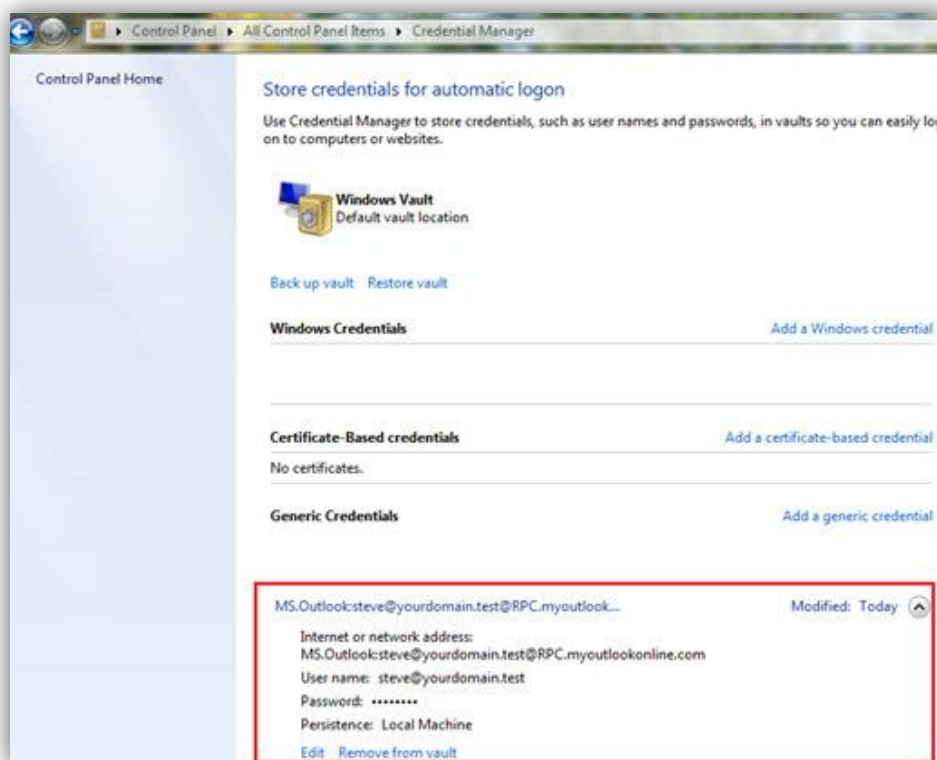**Created by:** HeelpBook Staff
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OUTLOOK 2010 – MANAGING YOUR SAVED PASSWORD

In **Outlook 2010** you have the option of saving your password to prevent having to log in each time you launch **Outlook**. When you choose to save your password in **Outlook** by placing the check mark next to "*save password*" Outlook simply adds an entry to your **WCM** (**Windows Credential Manager**).

To **Edit** or remove the saved password or If the save password option did not work when selected in **Outlook 2010** please complete the following steps:

For Windows 7:

1. Choose **Start > Control Panel > Credential Manager**. (If you do not see Credential Manager, please in the top right corner change your view to "**Small Icons**".
2. In the **Credential Manager** you will see you're saved passwords in a list. Please find the **MS. Outlook**: and choose the drop down arrow. You can then either choose "**remove**" or "**edit**":

For Windows Vista:

1. Choose **Start > Control Panel > User Accounts**. Click "**Manage my network passwords**" on the related tasks panel on the left.
2. You will see a dialog box listing all stored usernames and passwords. You may add a new entry or **remove/edit** existing entries.