

Date: 11/06/2012 Procedure: Outlook 2010 - Managing your Saved Password Source: LINK Permalink: LINK Created by: HeelpBook Staff Document Version: 1.0

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**":

Control Panel Home	Store credentials for automatic logon	
	Use Credential Manager to store credentials, such as user names and passwords, in vaults so you can easily lo on to computers or websites.	
	Windows Vault Default vault location	
	Back up vault Restore vault	
	Windows Credentials	Add a Windows credential
	Certificate-Based credentials No certificates.	Add a certificate-based credential
	Generic Credentials	Add a generic credential
	MS.Outlook:steve@yourdomain.test@RPC.myoutlook	Modified: Today 🙆
	Internet or network address: MS.Outlook:steve@yourdomain.test@RPC.myoutlookonline.com	m
	User name: steve@yourdomain.test	
	Password:	
	Persistence: Local Machine	

For Windows Vista:

- 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.

