Update Email - Outlook For Mac

If your password changed whilst away from chambers, your chambers PC may require the new password before you are able to connect your emails.

- 1. Open Outlook
- 2. Click on Outlook in the top menu bar, then click on Preferences



3. Click on Accounts

Show All		0	utlook Preferences			
Personal Setting	js					
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General	Accounts	Notifications & Sounds	Categories	Fonts	AutoCorrect	Spelling & Grammar
Email						
		200	ter	0		
Reading	Composing	Signatures	Rules	Junk		
Other						
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Calendar	Contacts	Privacy				

- 4. Type in your new password in the password field
- 5. Close the window to save your changes. Your password has now been updated, emails will begin to download.

