To Change display name in your Outlook Client (from username@state.vt.us to username@vermont.gov)

Note: emails will still be sending as @vermont.gov even if this change is not made

Edit Existing Profile:

CLOSE Outlook Client

1. Click on the **Start Button**.

2. Click **Control Panel**, found on the right-hand pane of the *Start Menu*.

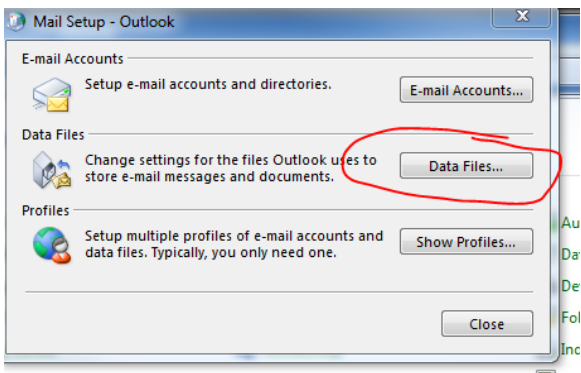3. The Control Panel window should open immediately.
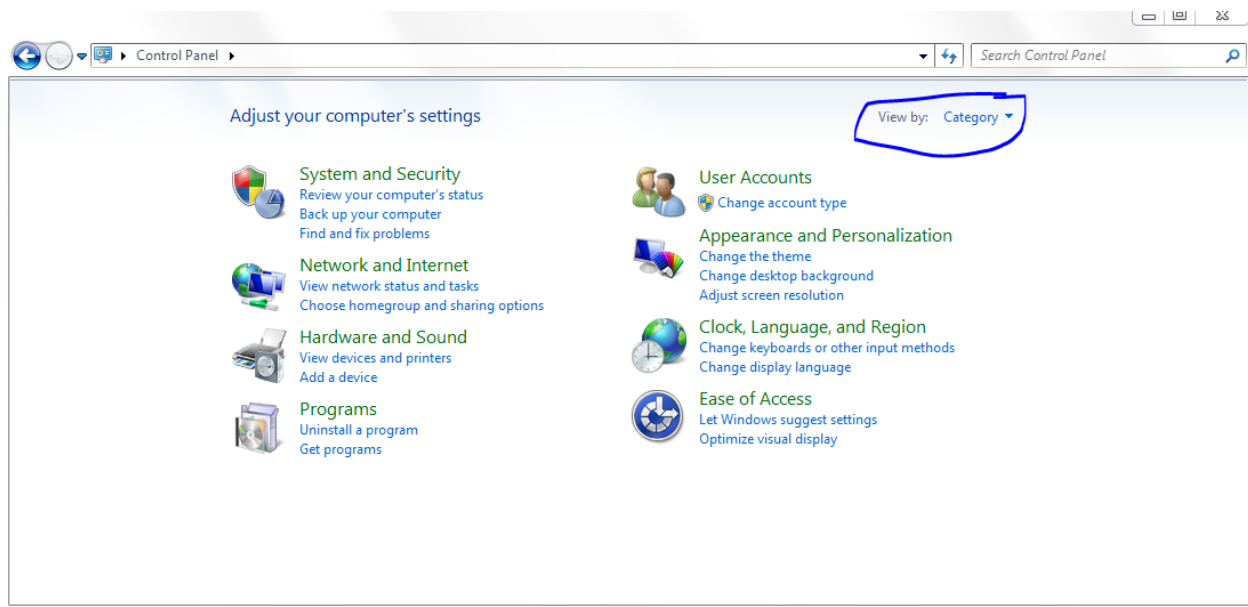
Tip: By default, the Windows 7 Control Panel opens with the *Category* view. Change the view to *Large icons* or *Small icons*. This makes finding the applet you're after much easier.
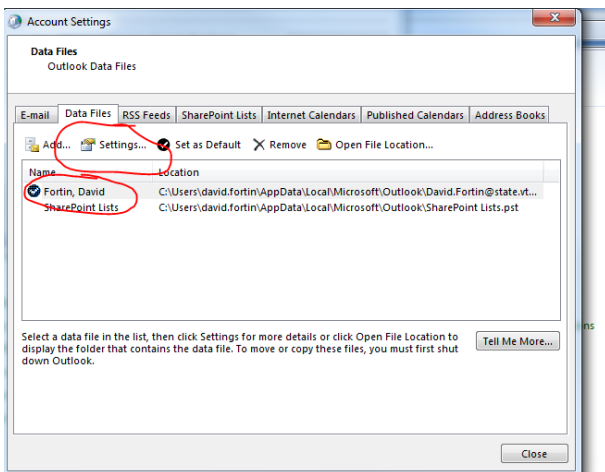
4. Click on MAIL (32 bit)
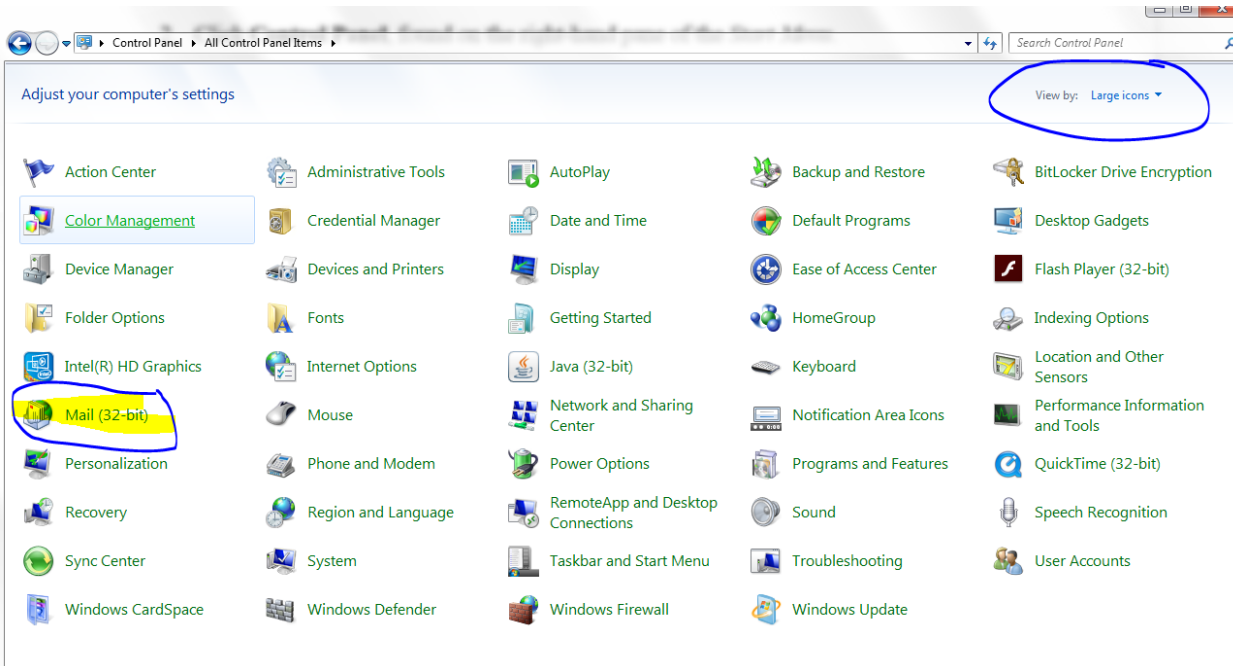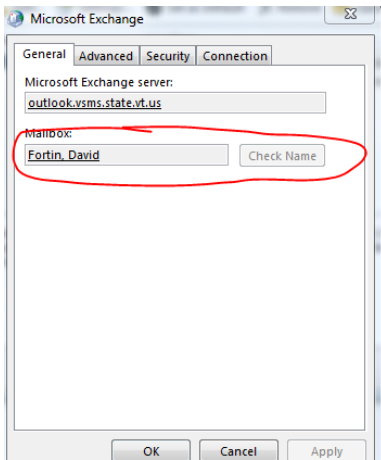
5. Click DATA FILES

6. Select your mailbox Click SETTINGS

In the MAILBOX field remove whatever is there and type your new email address, in my case David.Fortin@vermont.gov

Then click on Okay.

That should update your display name.

Close out the control panel and re-open your Outlook Client.