NORTHERN ILLINOIS UNIVERSITY

Gender & Sexuality Resource Center

Division of Student Affairs & Enrollment Management

Trans* @ NIU Resource Guide

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Changing your Name in Office 365 NIU Email

NIU switched to Office 365 in the fall semester of 2016. The email system brings a host of new features to the campus as well as the ability to change one's name in the system if it does not reflect the name that they go by. The guide is designed to help individuals change their name in the email system to best reflect which name they go by.

1. First log into your email account via Office 365's NIU log in screen. This is located here. Please consult the figures for a visual guide in addition to the steps.

2. Once you are logged in, look in the upper right hand side, there will be several options including a Skype icon, a bell, a gear, and a question mark. Please click on the gear option. Once you have done so your side pannel should open and have a drop down list appear, near the bottom, please click on "Mail".
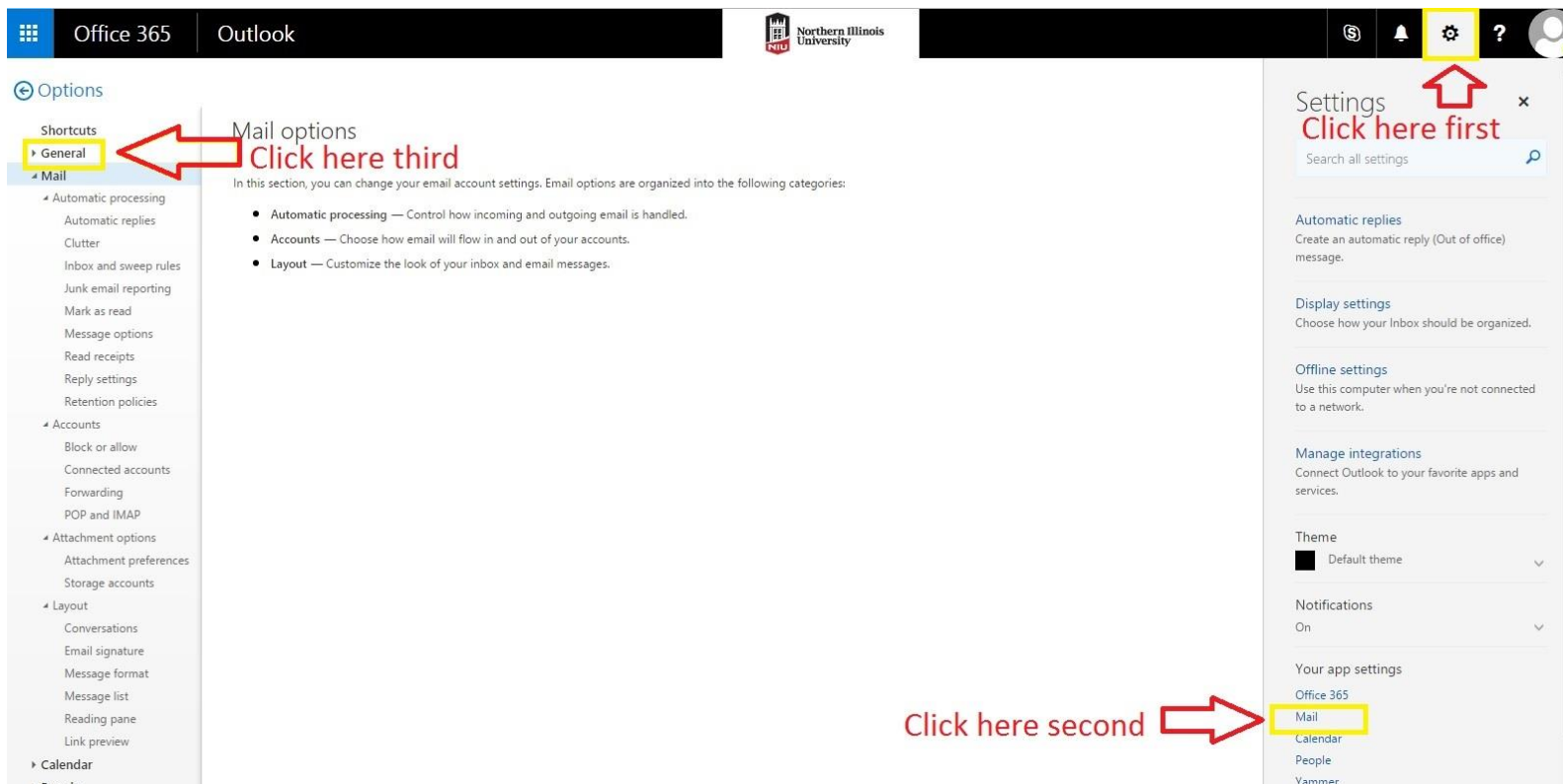

Figure 1: Steps Two and Three.

3. After clicking on "Mail" your screen should look like figure 1 does above. You can now click on the "General" tab on the left side of the mail options pane.

4. There is now a drop down menu under the "General" tab. Please click on the "My account" option that appears. Please consult figure 2 of this document for locating "My account" if needed.
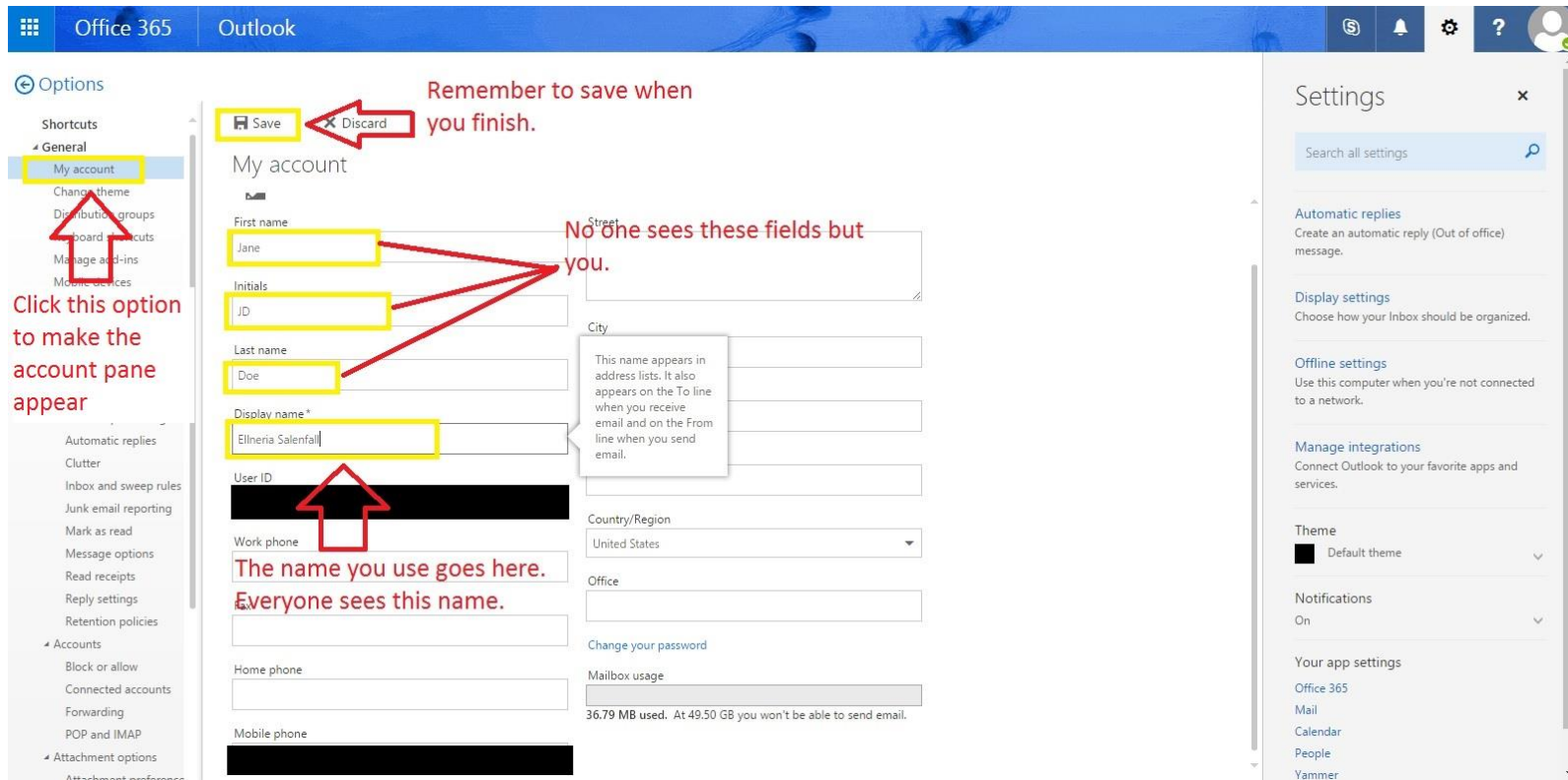

Figure 2: Steps 4 through 6

5. Under "My account" your screen should now look like figure 2. Some information was redacted from the screen shot. In the "My account" pane you can change your name, location, and contact information. Your "User ID" cannot be change in this pane though and may reflect a name you do not go by. No one can see that information but IT.

6. Change your "Display Name" to the name you go by. In this example the author left their name as Jane Doe for the name fields but changed their name they wish to go by in the "Display Name" field to Ellneria Salenfall. **Remember to save when you finish!**

7. Once your information is updated and saved it may take up to 15 minutes to change in the system.