Change Your Name in Office 365
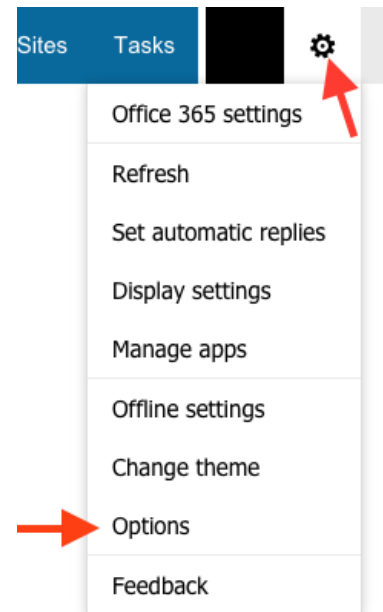
Step 1

Go into your Office 365 account, and click on the gear in the upper right-hand corner, and select "Options"

Step 2

On your "My Account" page, scroll to the bottom and select "Edit information…"

my account   connected accounts

Photo

General

Display name: Christopher James Maio

User ID: cjmaio@uwm.edu

Mailbox Usage

167.67 MB used. At 49.5 GB you won't be able to send mail.

contact numbers

Work phone: (414)416-9039

Mobile phone:

Settings for POP or IMAP access…

Edit information…

Step 3

When editing your profile, select the "General" section on the left hand side, and change your name. You will want to change your First / Last Name, as well as your Display Name. Once you're done, hit save!

account information - Christopher James Maio   Help

photo
▸general
contact location
contact numbers

First name:
Christopher

Initials:

Last name:
Maio

*Display name:
Christopher James Maio

User ID:
cjmaio@uwm.edu

save   cancel