

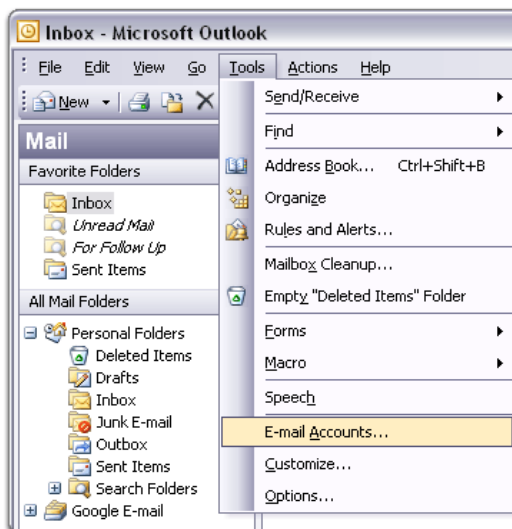
## Setting Outlook to Remember Account Password

Have you ever encountered an issue in which Outlook asks you for your account password every time you check your email? Sometimes even telling Outlook to save the password does not help! This tutorial will cover setting Outlook to remember passwords. This tutorial covers Outlook 2003 and 2007 versions. This does not cover Outlook Express.

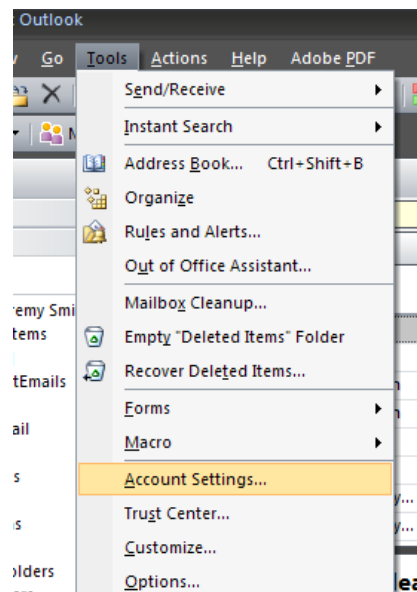
There are several things that you will need to know in order to complete this tutorial.

1. Your Account Username
2. Your Account Password

The best way to get Outlook to remember passwords is to set it within the email Account Settings area. The steps to get to this area are different depending on which version of Outlook you are using. If you are using Outlook 2003 you will need to access **“Tools > E-Mail Accounts”**. You will then need to select the **“View or Change Existing E-Mail Accounts”** option. In Outlook 2007 you will need to access **“Tools > Account Settings”**. From here the steps are pretty much the same.



Outlook 2003



Outlook 2007

You will see a list of your current email accounts come up. The steps from here are as follows.

1. Double-Click on the one that is having problems.
2. You should now be able to see the section where your username and password are entered.
3. Re-Enter your Username with your Account Username.
4. Re-Enter your Password with your Account Password.
5. Click on the **“Remember Password”** checkbox.
6. Click **“Next”**
7. Click **“Finish”** – Congratulations! You have set Outlook up to remember your password.



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