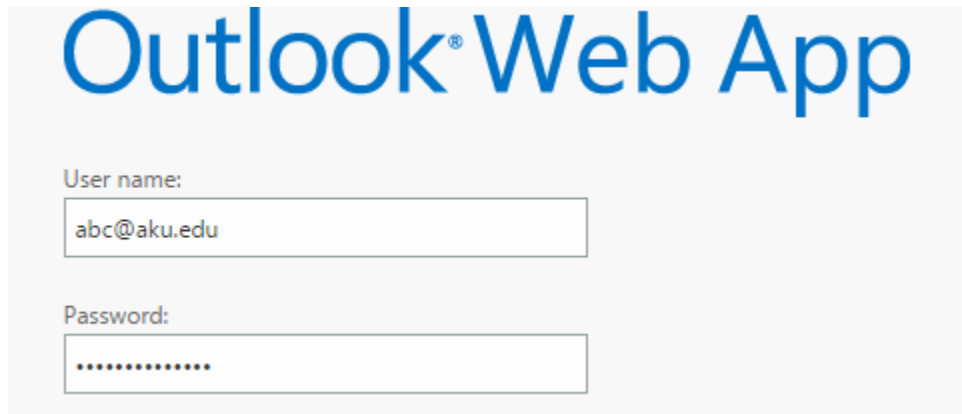



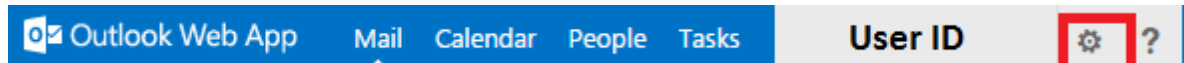
Update your Location in Address Book

1- To update Location:

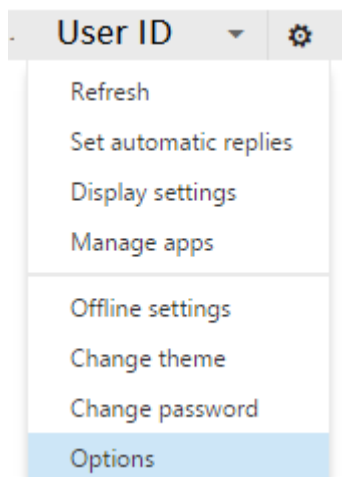
- Go to outlook web app through <https://mail.aku.edu>
- Enter your user ID and password.



- Once logged-in, you will see a Settings button  on top right hand side, click it.



- From the menu select options.



- This will take you to another page where you will see **account** on the left hand side and in its menu you will see **Edit Information** in the bottom, click it.

options

account

organize email

groups

site mailboxes

settings

phone

block or allow

apps

my account

Photo



General

Display name:

Email address:

Mailbox Usage



332.71 MB used. At 481.28 MB you won't be able to send mail.

contact numbers

Work phone:

Mobile phone:

[Settings for POP or IMAP access...](#)

[Edit information...](#)

- A new window will pop up, having different categories, select **Contact Location** and update the information accordingly.

The screenshot shows a web interface for updating contact information. On the left is a sidebar menu with the following items: 'photo', 'general', 'contact location' (highlighted in yellow), and 'contact numbers'. The main area contains a form with the following fields: a large empty text box at the top; 'City:' with a text box containing '-'; 'State/Province:' with a text box containing '-'; 'ZIP/Postal code:' with an empty text box; 'Country/Region:' with a dropdown menu; and 'Office:' with an empty text box. At the bottom right of the form are two buttons: 'save' (highlighted in yellow) and 'cancel'.

- Once updated, click save.