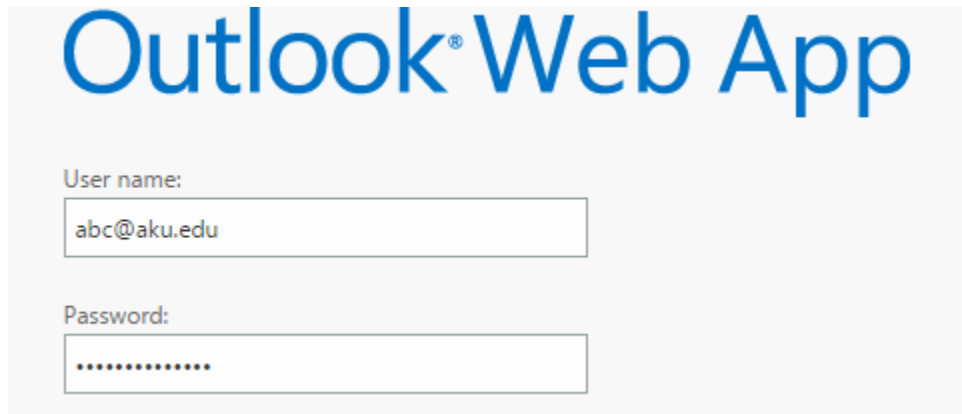# Update your Location in Address Book

1- **To update Location:**
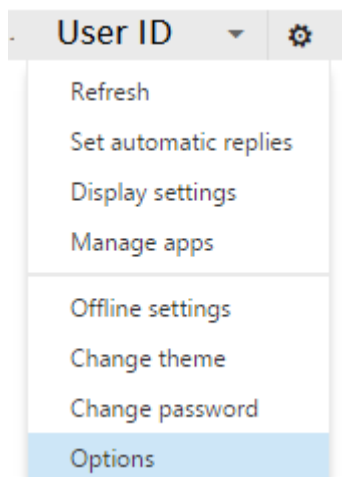
- Go to outlook web app through https://mail.aku.edu

- Enter your user ID and password.

- Once logged-in, you will see a Settings button ⚙ on top right hand side, click it.
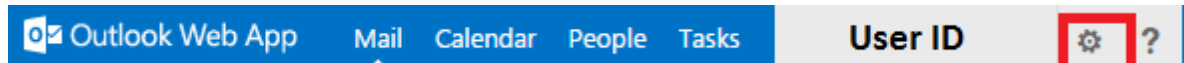
- From the menu select options.

- 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.

photo

general

▸ contact location

contact numbers

City:
-

State/Province:
-

ZIP/Postal code:

Country/Region:
▼

Office:

[save] [cancel]

- Once updated, click save.