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# **NCMail: Microsoft Outlook 2003 Removing Saved Password Guide**



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This document covers the procedure for removing a saved password in Microsoft Outlook 2003. It is against state security policy and basic best practices to save your password in any application. Once you have removed your saved password, Outlook 2003 will prompt you for your password each time you open the program (once per session).

The syntax used in this document is as follows:

**Boldface** = Names of input fields such as text and check box names.

**Boldface and Italics** = Input expected from user.

If you have any questions please direct them to your local Customer Service Center, Helpdesk or Local NCMail administrator

If your questions cannot be answered by your local contact, your local contact can open a ticket with the ITS Customer Service Center by telephone at 919.754.6000 or 1-800-722-3946 or email at [ITS.incidents@ncmail.net](mailto:ITS.incidents@ncmail.net).

Our staff will be happy to answer any of your questions.

## Removing Saved Password

The first step in removing a saved password in Outlook 2003 is opening the program. To accomplish this you will need to navigate to the Outlook 2003 icon on your computer and click the icon/menu as shown in Figure 1.

### Open Outlook 2003

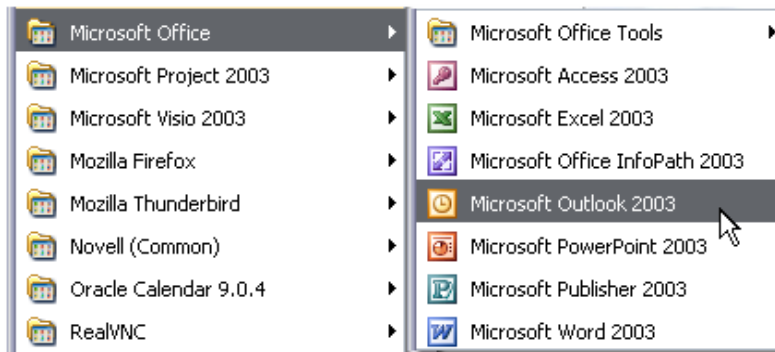


Figure 1

Once Outlook is open click on **Tools, E-mail Accounts** as shown in Figure 2.

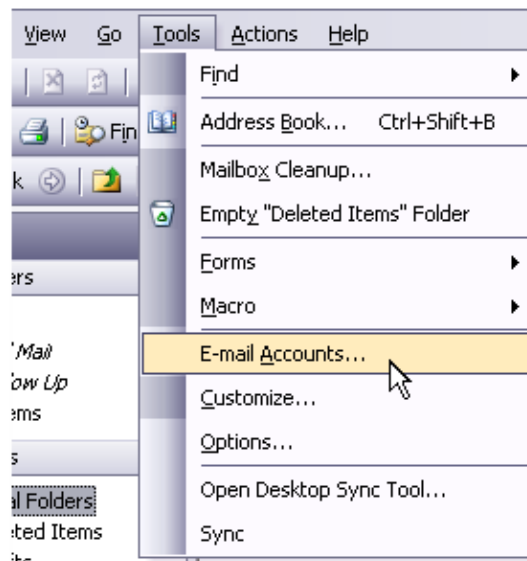


Figure 2

The **E-mail Accounts Wizard** begins. Click on "**View or change an existing e-mail account**" then click **Next** as shown in Figure 3.

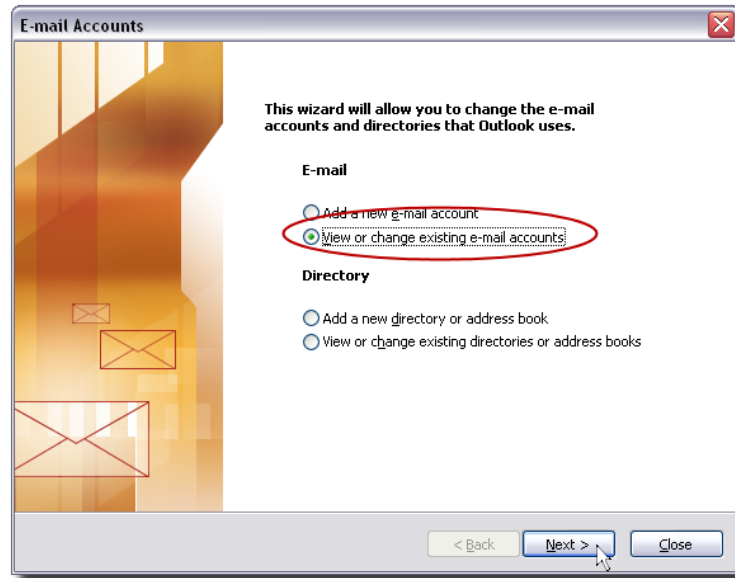


Figure 3

This will open the **Email Accounts** window. Click on your account entry. The one listed below is **cms.ncmail.net**, yours may be different. Click the **Change** button as shown in Figure 4.

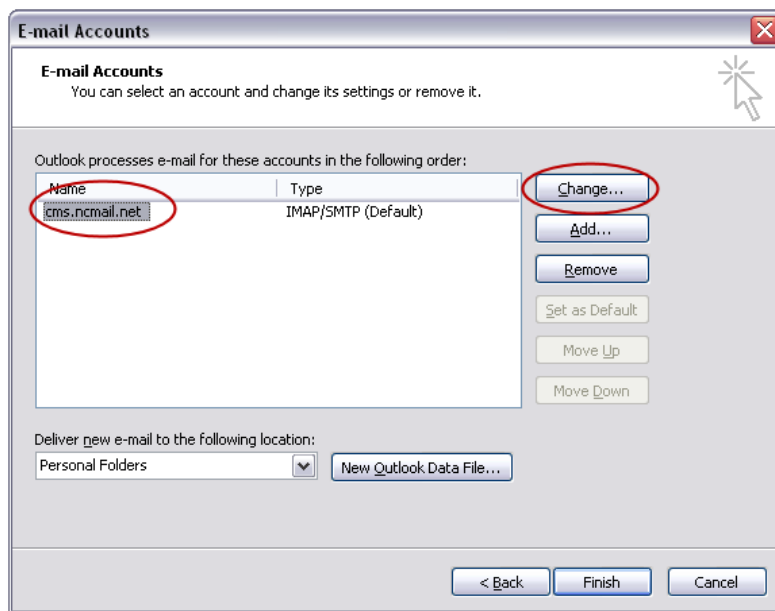


Figure 4

The **Internet E-Mail Settings** screen will appear as shown in Figure 5. Uncheck the check box beside **Remember Password** then press **Next** to continue.

**E-mail Accounts**

**Internet E-mail Settings (IMAP)**  
Each of these settings are required to get your e-mail account working.

**User Information**

Your Name:   
E-mail Address:

**Server Information**

Incoming mail server (IMAP):   
Outgoing mail server (SMTP):

**Logon Information**

User Name:   
Password:   
 Remember password

Log on using Secure Password Authentication (SPA)

**Figure 5**

This will return you to the **Email Accounts** window as shown in Figure 4 above. Click the **Finish** button. You will now be prompted for your password each time you start Outlook 2003.