

Microsoft Outlook 2000 / Outlook XP - Keeps asking for password

Here are the steps you'll need to take:

1. Select **Tools -> E-mail**

Accounts menu option. (depending on your version of Outlook this option might be found under **Tools -> Options -> Mail Setup** tab -> **E-mail Accounts** button)

2. The "View or change existing e-mail accounts" item should be already selected. Click "Next".
3. Select the account you want to modify and click "Change".
4. In the next screen, click "Remember password" in the "Logon Information" section in the lower left corner.
5. Then click "Next" or "OK" as necessary to confirm.