

# Remove Cached credentials in Outlook 2010 and Outlook 2013 on Windows 7

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### 1. Removing cached credentials

1. Launch the Credential Manager by typing  $\text{it}$  in search box
2. In the Generic Credentials section you'll see a setting for [MS Outlook] which will include your SSO details. Click the downward-pointing arrow to the right of that value:

Store credentials for automatic logon

Use Credential Manager to store credentials, such as user names and passwords, in vaults so you can easily log on to computers or websites.

 **Windows Vault**  
Default vault location

[Back up vault](#) [Restore vault](#)

Windows Credentials	Add a Windows credential
ad-oak\yourSSO(Windows Identity)	Modified: 04/10/2011 <input type="button" value="▼"/>
autodiscover.nexus.ox.ac.uk	Modified: 04/10/2011 <input type="button" value="▼"/>
EXMBX04.ad.oak.ox.ac.uk	Modified: 05/10/2011 <input type="button" value="▼"/>

Certificate-Based credentials	Add a certificate-based credential
No certificates.	

Generic Credentials	Add a generic credential
sharepoint.nexus.ox.ac.uk	Modified: 05/10/2011 <input type="button" value="▼"/>
MS.Outlook:yourSSO@autodiscover.nexus.ox.ac.uk:P...	Modified: 04/10/2011 <input type="button" value="▼"/>

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3. The section will expand to show further details. Under those details is a link to Remove from vault. Click this and Outlook will no longer have a stored copy of your password:

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## **2. Updating Outlook when your password has changed**

When Outlook connects to the server the saved credentials will no longer work. You should be prompted

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Online URL: <https://kb.naturalnetworks.com/article.php?id=156>