

To **Personalize your copy of Microsoft Office** with your name as the author of the document you will need to follow these step-by-step instructions. Currently, any document created on a Jackson College device is personalized with the users 771 login name unless otherwise changed. The personalized **User Name** will be associated with revisions made in **Track Changes**. The Initials are associated with comments added when using **Review** features.

Steps:

1. Open an Office Application
NOTE: Word was the application used for the images below.
2. Click **File > Options**.
3. Under **Personalize your copy of Microsoft Office**, type a new name in the **User name** box.
4. Click **OK** to save the changes.

