

GSD. Outlook - Change Language in Outlook

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General Information:

Possible symptoms/errors:

User wants to know how to Change Language in Outlook

Alternative names of the system:

N/A

IMPORTANT NOTICE:

N/A

Solution:

This article guides on how to set up a user's preferred language in Outlook from the Outlook web app or Outlook application.

Outlook Web App (OWA) Outlook application

Details:

A. Via Outlook Web App (OWA)

Advise user to go to Office 365 Online Portal and to click Outlook icon.

User must click the Settings icon and then select View all Outlook settings.

In the Settings window, inform them to click General then select Language and Time.

User must select the language they preferred to use.

Inform user to click Save.

B. Via Outlook application

In the Outlook window, User must go to File and then select Options.

In the Outlook Options window, advise them to click Language.

In Office display language, inform user to select the language they preferred then click Set as Preferred. Once done, they must click on OK.

A pop-up window will appear asking them to restart Office for the changes to take effect. Guide user to click OK and then restart Outlook.

Assignment Group:

Ext_WW_Collaboration_SLS_Capgemini

Ticket Creation:

Template: N/ACategorization:

Configuration Item: N/ACategory: N/Subcategory: N/A

Important Links:

N/A