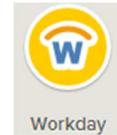
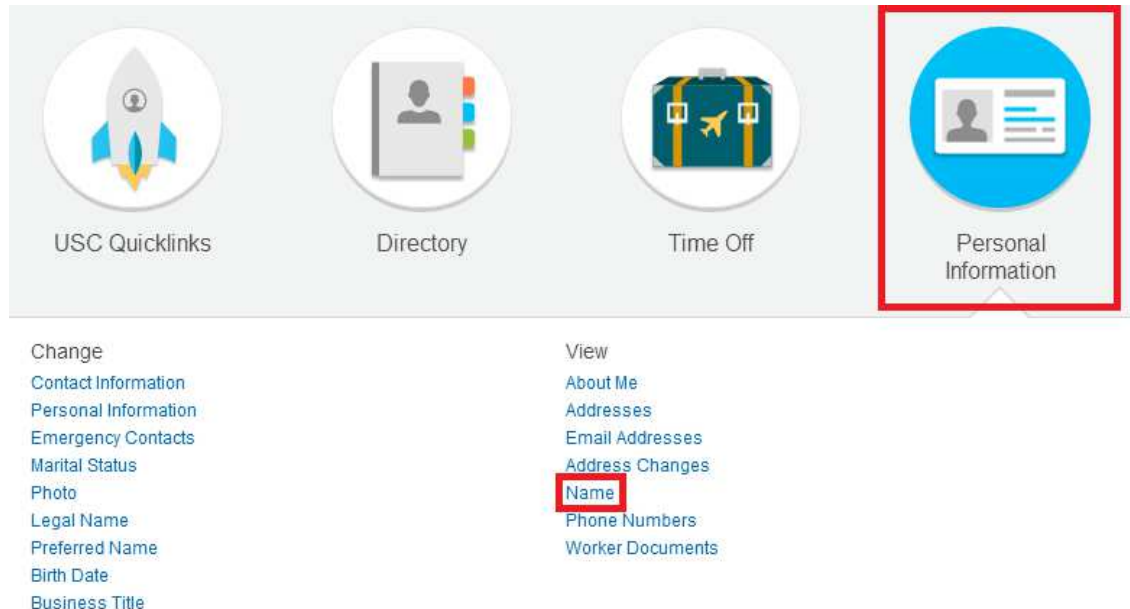




Your display name in Office365 matches your Workday/USC Directory preferred name. To change this, you must change it within Workday.



1. Go to <http://employees.usc.edu/>, and click on the Workday link.
2. Log in with your USC credentials.
3. You will be redirected to the Workday homepage.
 - a. Click on Personal Information.
 - b. Click on Name.



4. Under Preferred Name, click Edit.
5. Change it to your preferred name. Note: First and last name are required.
6. It will take about one business day to process the change. Then both Office365 and the USC directory will show the new preferred name.