For asynchronous consultants: How to remove your personal name and contact information in Microsoft Word (PC)

Some consultants face the situation that he/she gives writing comments in Microsoft Word documents but the comment boxes show his/her personal name and contact information. This document will tell you how to remove your name and contact information in comment boxes.

e.g. Evelyn Wu is the consultant. In your word document, on your right-hand side and on the top place, you can see your name.

**Step 1.** You click “Your name” which the arrow points to. Then, you will see a pop-up window which shows your account information.

**Step 2.** In the pop-up window, click “Switch account”.

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![Image 1](image1.png)

![Image 2](image2.png)
After you click “Switch account”, you will see the follow image.

Step 3. In that pop-up window, you click “SIGN OUT”.
After you click “SIGN OUT”, you will see the words “sign out” next to your account.

**Step 4.** Click “Sign out” next to your name. Then, you will see another pop-out window saying “Removing this account will sign you out from …..”. Next, you click “Yes”.
Then, in your word document, on your right-hand side and on the top of the page, it will show “Sign in” which means you successfully sign out.

Try to give a comment to see whether your name and/or contact information have been removed. If not, there is one more place you need to change.

After doing the above steps, if you still see your name and/or contact information in a comment box, please try to do the following steps to remove those information.

Step 1. In your word document, on your left-hand side and on the top page, click “File”.

2-Year-Old Child Believed Missing After Devastating Tornadoes in South
Then, you will see the following image.

**Step 2** Then, you click “Option”.
Then, you will see the following image.

**Step 3** Change your “User name” which the name that you want your clients to see. Then, click “ok”.

Then, try to give a comment again. In the comment box, your name and contact information should be removed now.