



Salve Regina University Information Technology

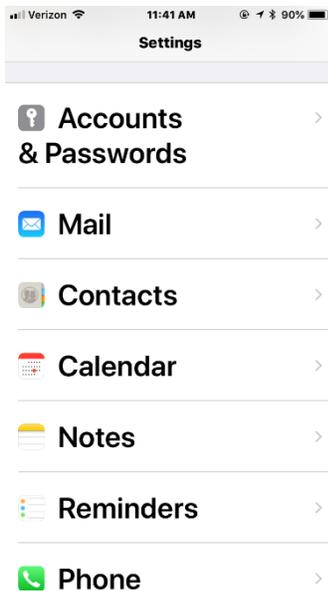
Revised 9/27/2018

Please follow these instructions to change your password for the Salve Email for any iPhone or iPad

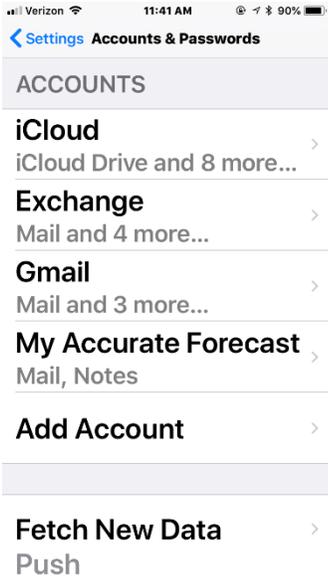
1. Open **Settings**



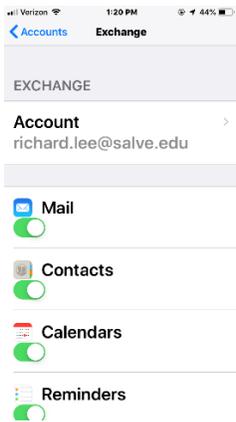
2. Now scroll down in settings and open **Accounts & Passwords**



3. Under **Accounts** & passwords choose **Exchange**



4. Now choose your salve account and be sure the **Mail, Contacts, Calendars, Reminders and Notes** sliders are **Green** .



5. Now change your password which must be eight characters or longer and one you have not used before. Choose either **Next** or **Done** in the upper right corner. The process is complete.

The screenshot shows an iPhone email configuration screen. At the top, the status bar displays 'Verizon', signal strength, Wi-Fi, time '2:53 PM', and battery '58%'. Below the status bar are 'Cancel' and 'Next' buttons. The form contains the following fields:

- Email:** email@salve.edu
- Server:** outlook.office365.com
- Domain:** Optional
- Username:** email@salve.edu
- Password:** A field with ten black dots representing a masked password.

A keyboard is visible at the bottom of the screen, showing the letters q, w, e, r, t, y, u, i, o, p on the top row; a, s, d, f, g, h, j, k, l on the second row; and z, x, c, v, b, n, m on the third row. The bottom row includes a shift key, a space key, and a return key.

Please call or email the helpdesk with questions : 401-341-7777 option 2; helpdesk@salve.edu