

Resetting your Salve Email Password on a Blackberry Device

Note: When the instructions say joe.smith@salve.edu and yourpassword you will input **your email address** and **your password**.

1. Go to Email Settings
2. Once on the Email Accounts screen, select your Salve Email Account
3. At the screen that shows your Email and Password, you will change your password in the password box and click Next

A screenshot of the 'Email Setup' screen on a Blackberry device. The screen has a black header with the title 'Email Setup' in white. Below the header, there are two text input fields. The first field is labeled 'Email address:' and contains the text 'joe.smith@salve.edu'. The second field is labeled 'Password:' and contains the text 'yourpassword'. Below the password field, there is a checkbox labeled 'Show Password' which is currently unchecked. At the bottom of the screen, there are three buttons: 'Close', '< Back', and 'Next >'. The 'Next >' button is highlighted with a red border.

4. After clicking next, please restart your Blackberry phone
5. If the information was entered properly, you will begin receiving emails successfully
6. If your phone is not receiving emails, please delete your Salve Email Account from your phone and re-add your Salve Account (you can find instructions for adding the Salve Email Account on our Help Desk page).