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**
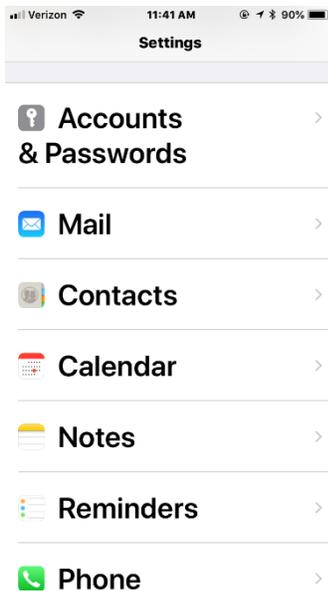
3. Under **Accounts** & passwords choose **Exchange**
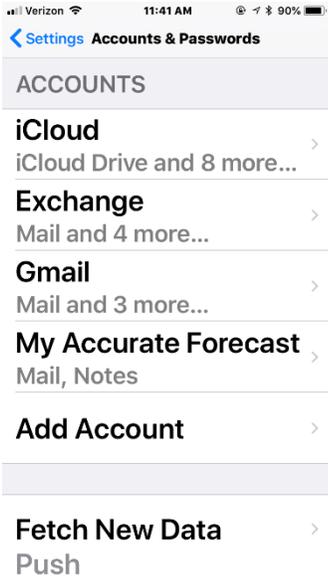
4. Now choose your salve account and be sure the **Mail**, **Contacts, Calendars, Reminders and Notes** sliders are **Green** .
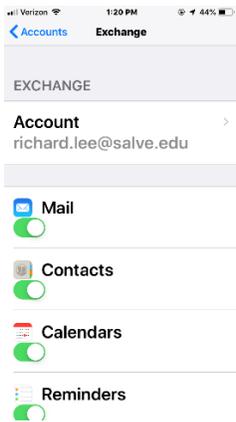
5.   Now change your password which must be eight characters or longer and one you have not used before. Choose either **Next** or **Done** in the upper right corner**.**   The process is complete.

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