Note: When the instructions say joe.smith@salve.edu and your password 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

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).