Changing your Password
For Android Phones and Tablets
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The following is documentation on how to reset your password on an Android phone or tablet.

<u>Note</u>: The Android operating system has many different iterations of the default mail client, so your menus may differ slightly

1. Resetting your email password for Android default Mail applications
   a. In many cases, you can wait until you are prompted to enter your new password. It may take up to 30 minutes, you can use your phone as usual until it does. Once prompted, enter your **New Password**. If you are not prompted to enter your password after 30 minutes, follow the steps below.
   b. Go to the **Settings** section on your Android phone and select **Accounts or Users/Accounts.**
   c. Next, select your **Cabrini email account**
   d. Look for a setting called **Settings or Account Settings** or similar
   e. Look for a setting called **Incoming Settings or Server Settings** or similar
   f. Update any Password fields with your new password
   g. If you do not see these settings under your phones Setting and Account menu check within the email application settings instead.
2. Changing your Password if using the Microsoft Outlook Application
   a. Open **Outlook**
   b. Select the **three bars** in the top left
   c. Select the **gear icon** in the bottom left
   d. Select the **Cabrini Office 365 account**
   e. Choose **Reset Account**
   f. Select **OK**
   g. Reopen Outlook and you should be prompted to **reenter your password**
   h. If you are **not prompted** for your password, follow these instructions;
      i. Open **Outlook**
      ii. Select the **three bars** in the top left
      iii. Select the **gear icon** in the bottom left
      iv. Select the **Cabrini Office 365 account**
      v. Select **Delete Account**
      vi. Select **Delete**
      vii. Select **Add Mail Account**
      viii. Choose **Add Email Account**
      ix. Enter your **Cabrini email account**
      x. Select **Add Account**
      xi. Enter your Cabrini **password**
      xii. Select **Sign In**
3. Reconnecting to Eduroam After Changing your Password
   a. Look for your Settings or Wireless Menu, typically a long press on the Wifi symbol from the top menu will open this screen
   b. Press and hold the **eduroam** network until a menu appears, select **Forget Network**

c. Select the Eduroam network
d. If present change **CA Certificate** to **Don't Validate**
e. In the **Identity** field type your **Cabrini email address**
f. In the **Password** field type your **new password**
g. Select **Connect**