

Changing your Password

For iPhone/iPad/iOS

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The following is documentation on how to reset your password on an iPhone or iPad.

1. Changing your Password for the default Apple Mail application
 - a. Go to **Settings**
 - b. Go to **Passwords & Accounts**
 - c. Select **Cabrini Email**
 - d. Select **Delete Account**
 - e. Select **Delete from My iPhone**
 - f. Select **Add Account**
 - g. Choose **Microsoft Exchange**
 - h. Enter your Cabrini email account and a description (i.e. Cabrini)
 - i. Select **Next**
 - j. Select **Sign In**
 - k. If given the option, select **Work or school account**
 - l. Enter your Cabrini **password**
 - m. Select **Sign in**
 - n. Select **Continue**
 - o. Select **Save**

2. Changing your Password if using the Microsoft Outlook Application
 - a. Open **Outlook**
 - b. Select the **house icon** 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 **house icon** 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. Connecting to Eduroam after changing your password

- a. Go to **Settings**
- b. Select **Wi-Fi**
- c. Select the **blue circle** icon next to Eduroam
- d. Choose **Forget This Network** at the top
- e. Select **Forget**
- f. Select **Eduroam** in the list of **Other Networks**
- g. Enter Cabrini **Username** and **password**
- h. Click **Join**
- i. Click **Trust**