

Division of ICT Services Information Sheet

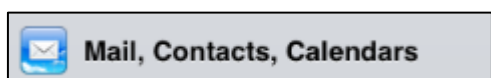
iPad – Updating Your USQ password

You are required to change your USQ password every 90 days. Once this has been done, your iPad will still be trying to access your information (email, contacts and calendars) using your previous password and therefore when you change your USQ password, you will then need to change your password on your iPad. Use the following steps to change the password used for your USQ Email, Contacts and Calendar:

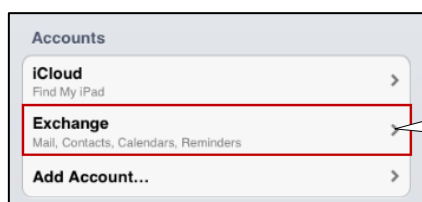
1. Tap Settings icon on your Home screen.



2. Tap Mail, Contacts, Calendars

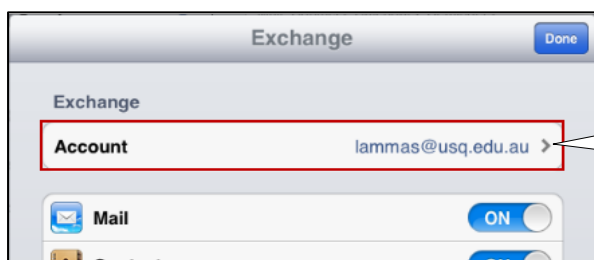


3. Tap the relevant email Account option, in the case of your USQ email; this would be the Exchange option.



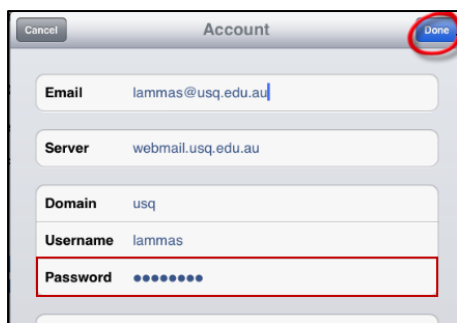
Tap the Exchange Account

4. Tap the Account field that displays your email address.



Tap the Account Field

5. Tap into the Password field and change your password. Once complete, tap Done.



Enter your new password. Once complete, tap Done