

Changing Email Password/PINs

Changing your PIN

You will be required to change the swipe unlock PIN on your phone every 90 days. You will get a pop-up message on your phone promoting you to do so.

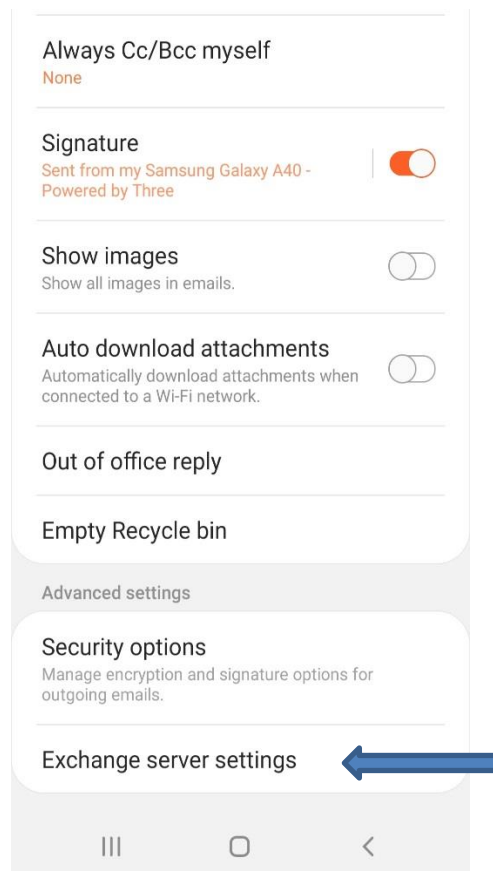
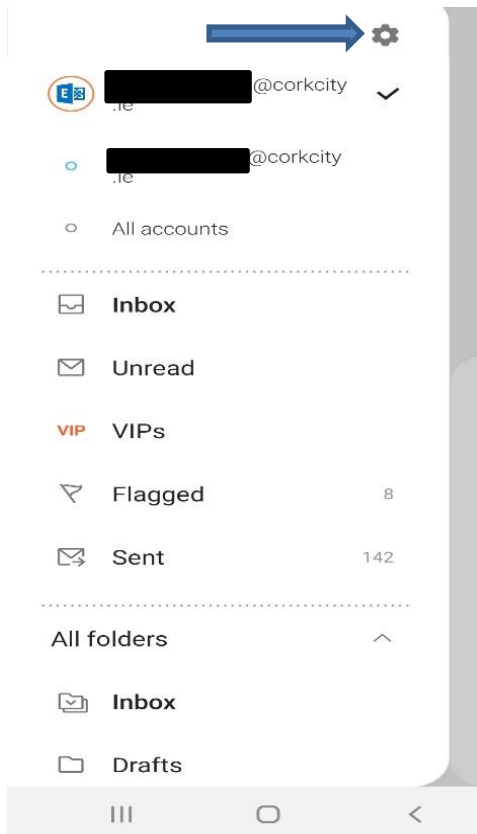
Changing your Network Password

You are also required to change your network password every 90 days. When you change your network password, you also need to change your email password on your phone to match. Here are the steps on how to do so:

1. Select the three lines on the top left. If you have 2 email accounts saved on your device, select the one that needs the password update. Then select the **cog wheel** on the top right. This will bring you to a page where you can select your work email address.



2. From there, scroll to the very end and select **Exchange Server Settings**



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3. Remove old password and enter new password. Then click **Done**

The screenshot shows the 'Exchange server settings' screen. At the top, there is a back arrow and the title 'Exchange server settings'. Below this is the 'Account' section, which includes three input fields: 'Email address' with a redacted value followed by '@corkcity.ie', 'Domain\username' with the value 'corkcity.local\losullivan', and 'Password' with a redacted value. A blue arrow points to the password field. Below the account section is the 'Server settings' section, which includes an 'Exchange server' field with a redacted value. There are two radio button options: 'Use secure connection (SSL)' which is selected, and 'Use client certificate' which is not. Below these options is a 'Client certificates' button. At the bottom of the screen is the 'Phone ID' section, which contains a 'Done' button in red text. The bottom navigation bar shows three icons: a hamburger menu, a square, and a back arrow.