Changing Your Password for iPhone & iPad Email
iPad Setup

Go to Settings on iPad & select your USC CAPS / Exchange account

**Note:** Your account by default is named **EXCHANGE**
Select Your Account

Exchange

Account: RGallegos@caps.usc.edu

Mail: ON
Contacts: ON
Calendars: ON
Reminders: ON

Mail Days to Sync: 3 Days
Mail Folders to Push: Inbox

Delete Account

Messages created outside of Mail will be sent from the default account.
The **Password** field will have: •••••••

Change the •••••••• to your **New Password**

Select Done
iPhone Setup

Go to Settings on iPhone & select your USC CAPS / Exchange account

Note: Your account by default is named EXCHANGE
Select Your Account

**Account** RGallegos@caps.usc.edu

- **Mail**: ON
- **Contacts**: OFF
- **Calendars**: ON
- **Reminders**: ON

**Mail Days to Sync**: 1 Week

**Mail Folders to Push**: Inbox
The **Password** field will have:  ···············
Change the ············· to your **New Password**

![Account settings screen](image)

Select Done