## **RESET THE EMAIL PASSWORD ON A MAC**

Whenever a Drury password is changed, it must also be changed in two email areas on a Mac.

Select **Mail** from the icons at the bottom of the screen then click on **Mail** on the top header and select **Preferences**.



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Exchange Exchange	Acco	unt Information   M	lailbox Behaviors	Server Settings	)
	User Name: RealE	mail@drury.edu			
	Password:	omotioally manage of			
	Adva	nced Exchange Settir	ngs	5	
	Outgoing Mail Accour	t: Exchange (Excha	ange)		0
+ -					Save
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Click on Accounts from the Preferences screen, then on Server Settings.

On the **Server Settings** screen enter the password under your User Name and click **Save** in the bottom right-hand corner.

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Exchange Exchange	Account Information Mailbox Behaviors Server Settings
	User Name: RealEmail@drury.edu
	Password:
	✓ Automatically manage connection settings
	Auvanced Exchange Settings
	Outgoing Mail Account: Exchange (Exchange)
	Save
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