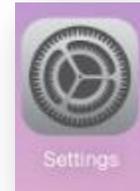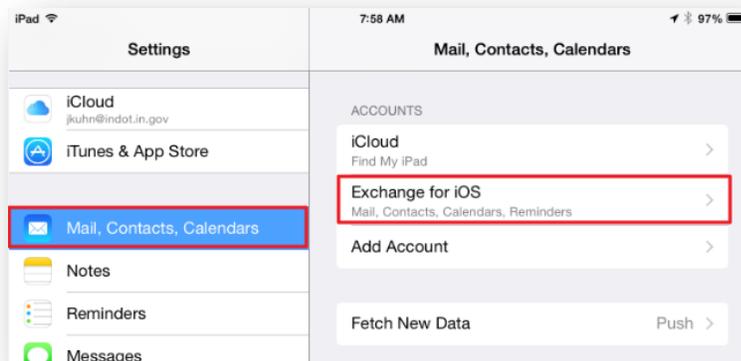# Email – Changing or Adding Password

In the instance that your INDOT issued iPad is no longer receiving or sending emails, you may need to either add or change your Microsoft Exchange Password on the device.

NOTE: Your Microsoft Exchange Password is your *current* INDOT password.

- Tap on the Settings icon on the home screen of you INDOT issued iPad.

- In the *Settings* window of your INDOT issued iPad, in the left side column, find and tap on *Mail, Contacts, Calendars* and then tap on *Exchange for iOS* (located on the top right corner)
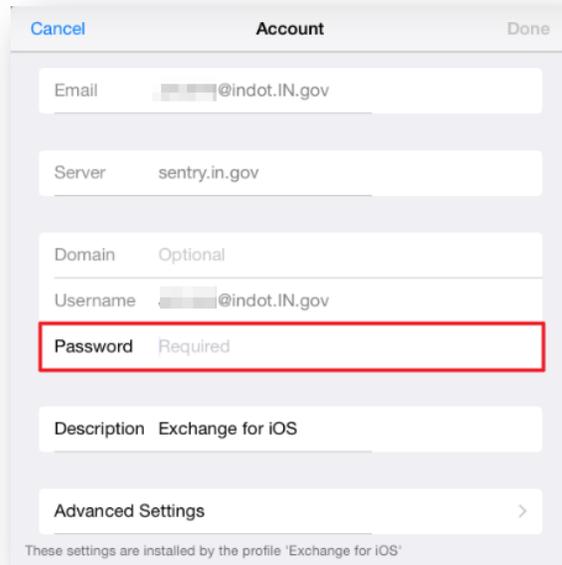

- In the *Mail, Contacts…* section, confirm that your email address is listed correctly and then tap on *Account* in the top right corner.
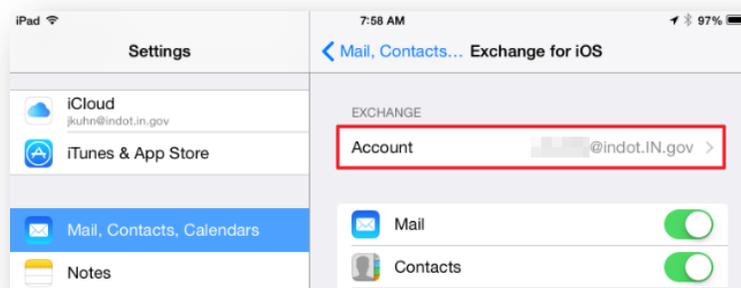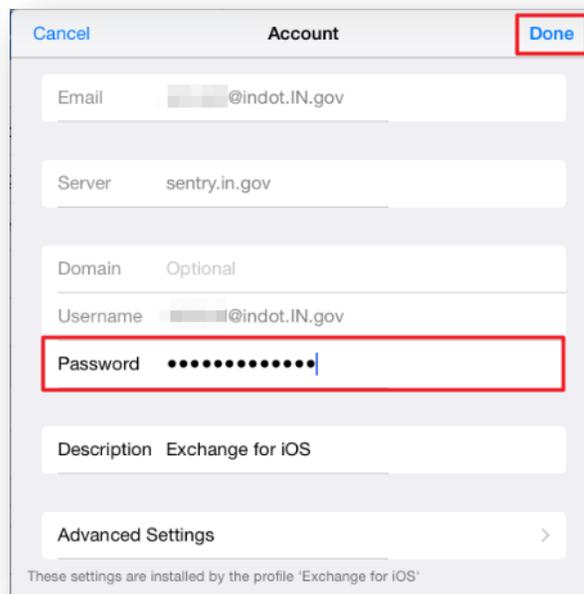
- If the *Password* is listed as Required in the *Account* dialog, enter your current INDOT password and then tap *Done* (Located on the top right of the account dialog).
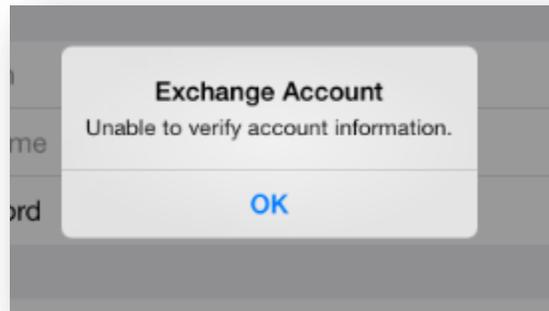

- If the *Password* line has a series of black dots, backspace those dots out of the dialog and then enter your current INDOT password and then tap *Done* (Located on the top right of the account dialog).
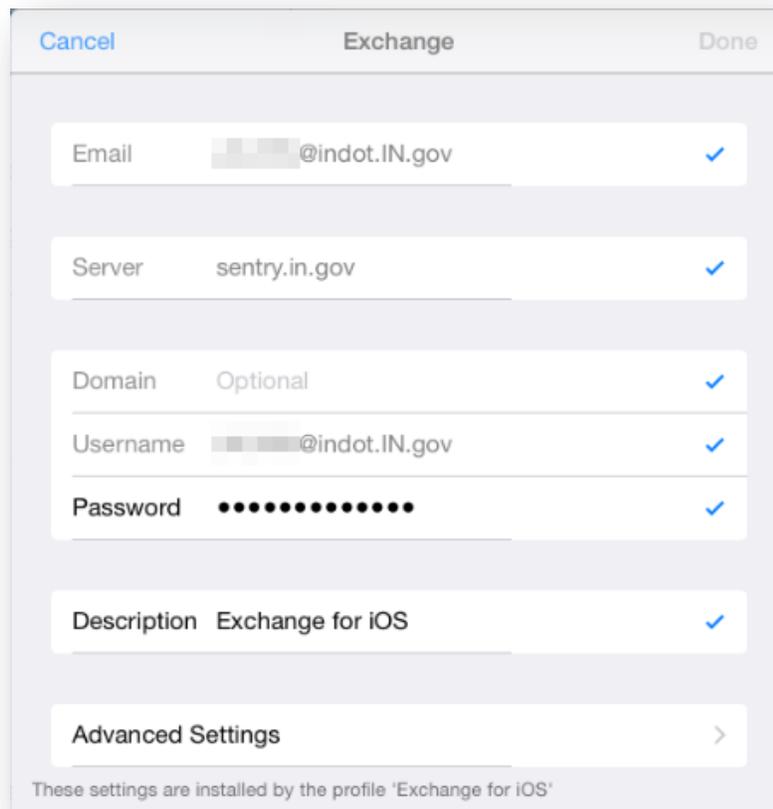
- In most cases, an incorrect entry of your INDOT password will result in an error dialog similar to the following.

- In most cases, a correct entry of your INDOT password will result in check marks appearing next to each line item in the dialog (shown below) and then the iPad returning to the email dialog page.

- Check your email utility to verify that you are able to receive and send email.