

### Updating Your Outlook Password on Your Apple iOS or Android Device

This article covers updating your Outlook password on your iOS device (iPhone, iPad, iPod touch) or Android device after changing your campus password.

The steps below show an Apple iPad, but the steps are the same for Android devices.

# 1. Tap on the Outlook app. Tap Sign In at the bottom of the screen.



On't see the sign-in prompt at the bottom of the screen? Try again later. It can take up to two hours after a password change for this prompt to appear in Outlook.

### 2. Enter your updated password. Then tap Sign In. You're done!

	CSUF Faculty/Staff Authentication
	Sign in with your username and password
	larthur@fullerton.edu
A	
В	Sign in

## Still having issues and it's been more than two hours? Follow these steps to reset your Outlook app.

1. Tap on the profile picture at the top left of the Outlook app.



2. Tap on the Settings gear icon at the bottom left.





#### 3. Tap on your account under Mail Accounts.

$\times$	Settings		
General			
Help & Feedback			
Mail Accounts			
Office 365 larthur@fullerton.edu	>		
Add Mail Account			

#### 4. Scroll down and tap Reset Account.

< Office 365			
Suggested Replies			
Automatic Replies	OFF >		
Block External Images ⑦			
Save Contacts ⑦			
Security	>		
Report Messages	Ask >		
Online Meetings Add online meeting to all meetings			
Sync issues? Try resetting your account.			
Reset Account			
Delete Account			

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#### 5. Tap OK.



6. The Outlook app will close. Wait a few minutes and then re-open the Outlook app to try again.

#### **Need More Help?**

Contact the IT Help Desk at <u>helpdesk@fullerton.edu</u> or 657-278-7777 for additional assistance.

View Password Change Help & Support