# Document Objective

This describes the process to change details on your email account

* Your passwords
* Your username
* Server information
* Changing ports
* Changing security options (SSL)

# Document Summary

The process should take no more than fifteen minutes. No tools required.

# Document Detail

On the iPad/iPhone, to change the settings for an email address do the following:

* Click **Settings**
* Click **“mail”**
* Click on **“Accounts”**
* Click the **Email Account**

In the “Incoming Mail Server” block you can

* Modify the Hostname (if different to what you have been given)
* Modify the password to a new value

In the “Outgoing Mail Server” block click on the SMTP value to get another screen

Either **click again on the Outgoing Server value to get the settings**, or at the bottom of the screen, **click on “Add server”.**

In this new screen, you can

* Modify the outgoing server (if different to what you have been given)
* Modify the password to a new value

**SSL is usually off**, and the port number should be set to **587** (especially if abroad) or **2525** if **587** appears to be blocked. You can turn this on if required.

**Click on Save**, which returns you to the previous screen.

It might ask to **set up without using SSL**. Answer “**Yes**”.

It might then say that it “**Cannot verify**” but click on "**Continue" or "Done**" anyway, until you get ticks.