

# How do I Update My Password For Apple Mail on Mac OS Version 10.14.6 and higher?

## Q: How do I Update My Password For Apple Mail on Mac OS Version 10.14.6 and higher?

### Answer

1. Completely close Apple Mail.



**This is very important, do not skip this step.**

*Result:* Apple Mail will be completely closed.

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2. Navigate to the **Apple Menu** in the upper-left of the screen.

*Result:* A dropdown menu will appear.

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3. Select **System Preferences**.

*Result:* The **System Preferences** window will open.

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4. From the **System Preferences** window, select **Internet Accounts**.

*Result:* The Internet Accounts page will open.

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5. In the following window, select the \_\_\_\_@mit.edu Exchange Account the password needs to be updated for from the left-hand column.

*Result:* Options for the selected Exchange Account will open.

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6. In the right-hand box under the word Exchange, Remove the checkmark the following entries **Mail**, **Contact**, **Calendars**, **Reminders**, and **Notes** by clicking on the check mark box.

*Result:* The applications that are unchecked will be disconnected from the account.

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7. Click on details and type in your new password. Then click **Okay**.

*Result:* You will be brought back to the previous Exchange Account screen.

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8. In the Right hand box under the word Exchange, restore the checkmark to following entries **Mail**, **Contact**, **Calendars**, **Reminders**, and **Notes** by clicking on the check mark box.

*Result:* Those applications will be reconnected to the account.

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9. Close **System Preferences** and open Apple Mail. On the top click on **Mailbox** and then Click on **Take all accounts online**.

*Result:* You Exchange Account will taken online.

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