

This instruction sheet will walk you through changing the SolAmor e-mail password on a android device. Password must first be changed from SunPortal then changed on the device.

Due to the differences in Android devices some of the images may be different; however most of the steps will be the same.

Find and touch the Mail Icon on the Start screen



Tap "Menu"

Tap on Account settings



Account settings Joer name, password and perver	
General settings font size, signature, default account	
Sync, Send & Receive Size limit, format, frequency	
Notification settings	
Delete account	

Delete old password

Enter new password

Tap "Save"

Edit account	
Assuant name	
solamorhospice.com	
Email address	
toby circlembeurd@solamorhospice.com	
Server address	
owa.aunh.com	
Dramaie	
sun	
Usemanne	
tdinkedbrind	
Password	
This server requires an encrypted SSL connection	
Discard Save	

The device will go check to make sure you entered the correct password

If you entered the wrong password you will see this error, tap "OK" and re-enter, then tap "Save" Verifying account information...

🕤 Error

Failed to connect to the Exchange server. Please check Exchange server settings.

Once update password is successful you will be brought back to the settings screen

toby.clinkenbeard@solamorhospice.com		
Account se	ettings	
User name, p	assword and server	
General se	ttings	
Font size, sig	gnature, default account	
Sync, Send	d & Receive	
Size limit, for	mat, frequency	
Notificatio	n settings	

OK

Tap the "Back" button



Trouble shooting tip:

If after 2 tries the new password given to you is not correct, go into SunPortal and try to log in with the username and password given. If you cannot log in with there the info must be incorrect.

If you have any problems please contact your Super User or 1-800-MIS-SUN1 choose the option for HCHB Support or e-mail <u>HCHBSupport@sunh.com</u>.