

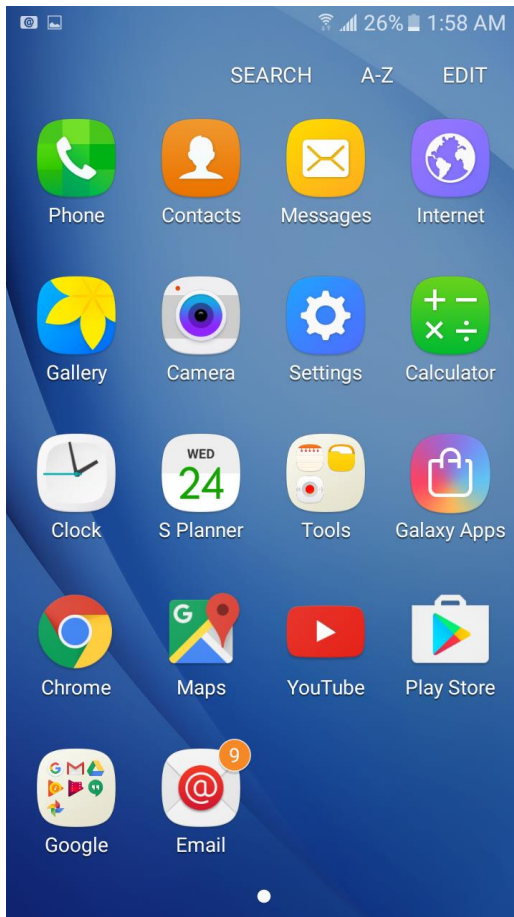


Annapolis Valley Regional School Board

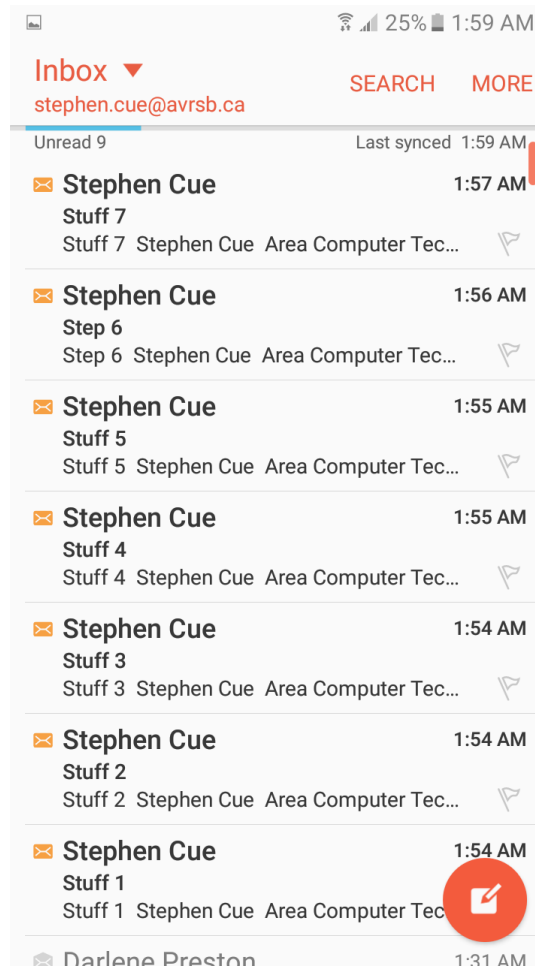
Working Together for Students

To change your AVRSB password on your Android "Email" app please perform the following steps:

1. Tap on the Email app to open the client.



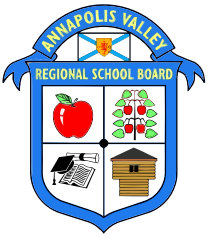
2. In the app's top right corner tap on **MORE**



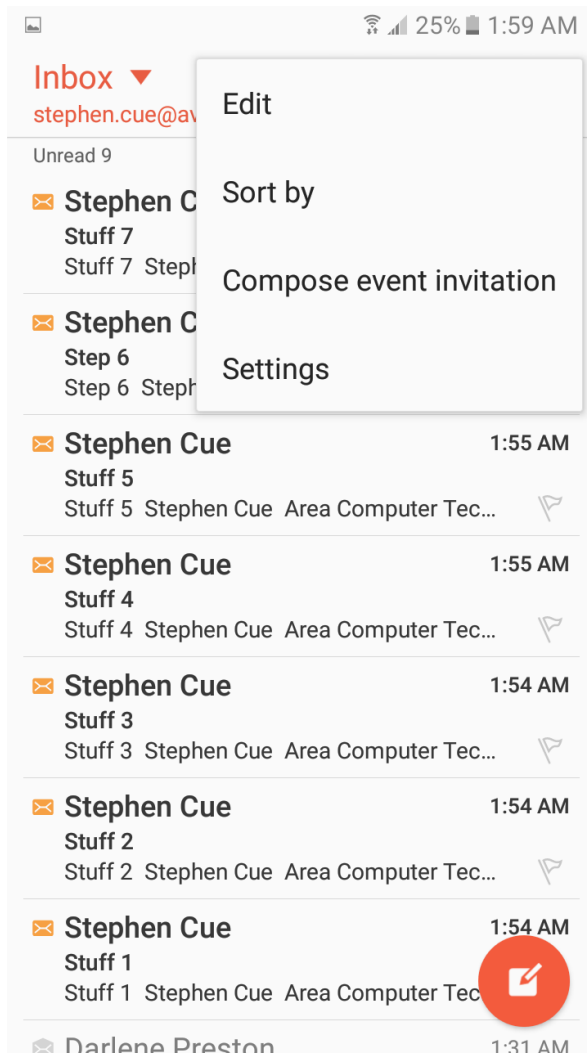
**INFORMATION
TECHNOLOGY
DIVISION**

121 Orchard Street
PO Box 340
Berwick NS
Canada B0P 1E0
www.avrsb.ca

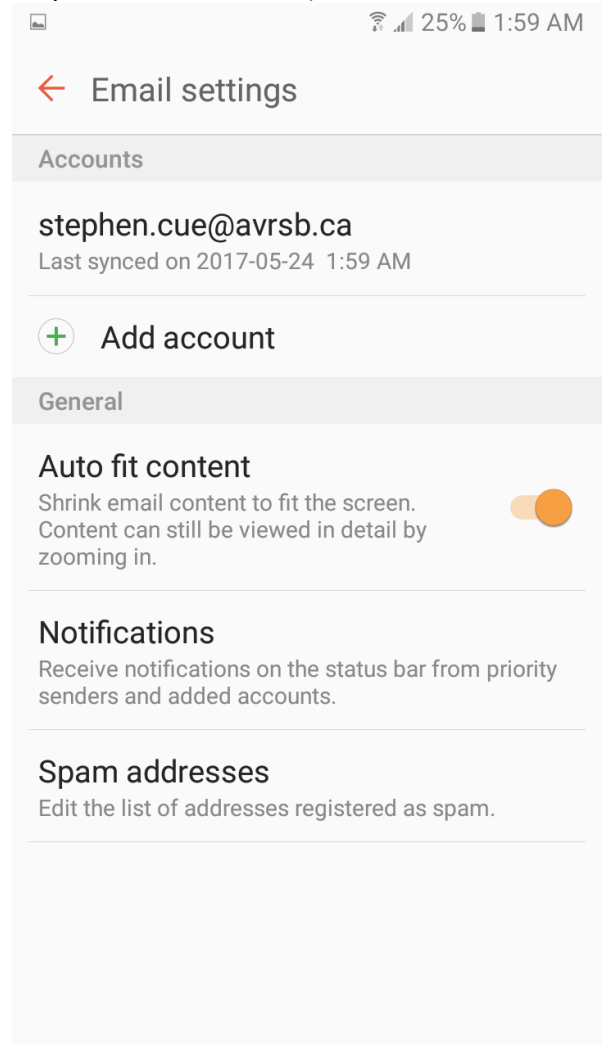
Toll Free 1.800.850.3887
Phone 902.538.4644
Fax 902.538.4630
Email matthew.henshaw@avrsb.ca



3. In this **menu** tap on **Settings**

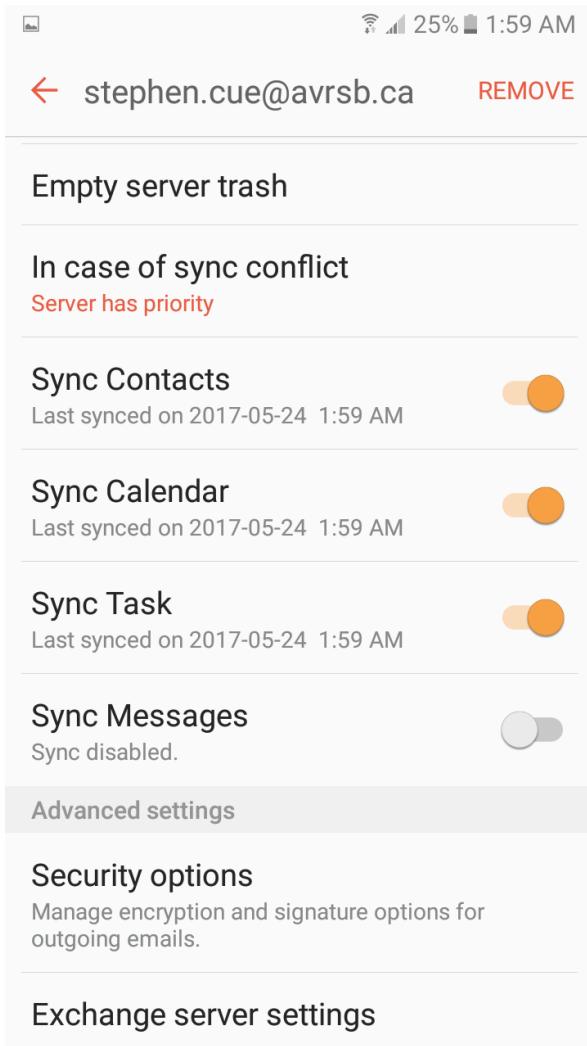


4. Tap on the e-mail address (i.e. stephen.cue@avrsb.ca)





5. Tap on **Exchange server settings**.



6. Delete the current password and type in your updated password. Tap **DONE** to save the change.

