## **Update Email - Apple Mail (MacOS)**

If your password changed whilst away from chambers, your chambers PC may require the new password before you are able to connect your emails.

1. Click on Mail in the top menu bar, then click Accounts



2. Click on your email account, and then click on Details...



3. Type in your new password in the Password field

| E            |                      |
|--------------|----------------------|
| Username:    | aaparo@vicbar.com.au |
| Description: | Exchange             |
| Name:        | Vicbar Email         |
| Password:    | •••••                |
|              | Cancel OK            |

- 4. Click on OK to save your changes, your password has been updated.
- 5. Email connectivity should now be restored.

