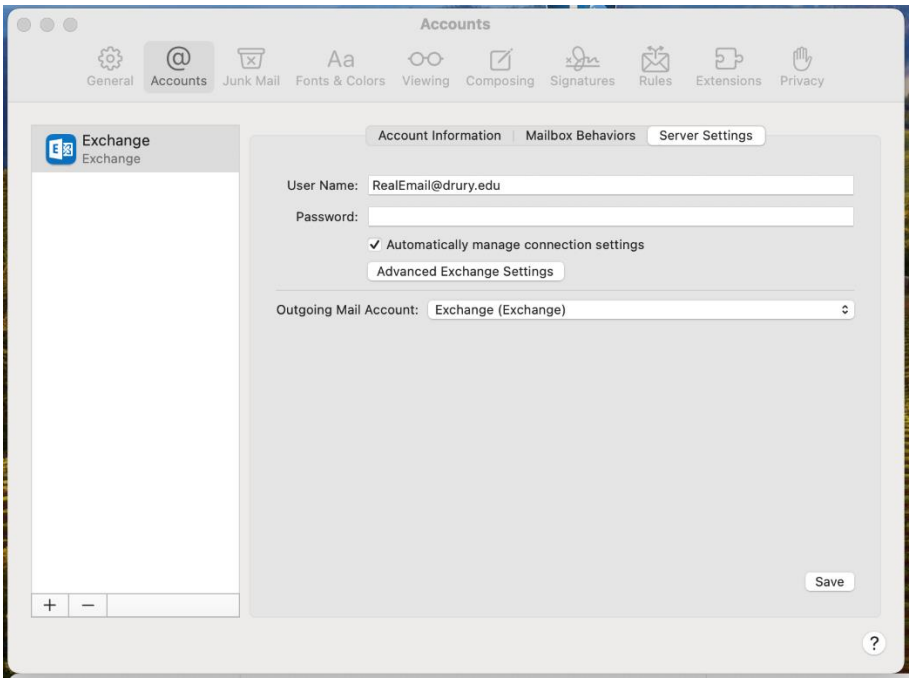
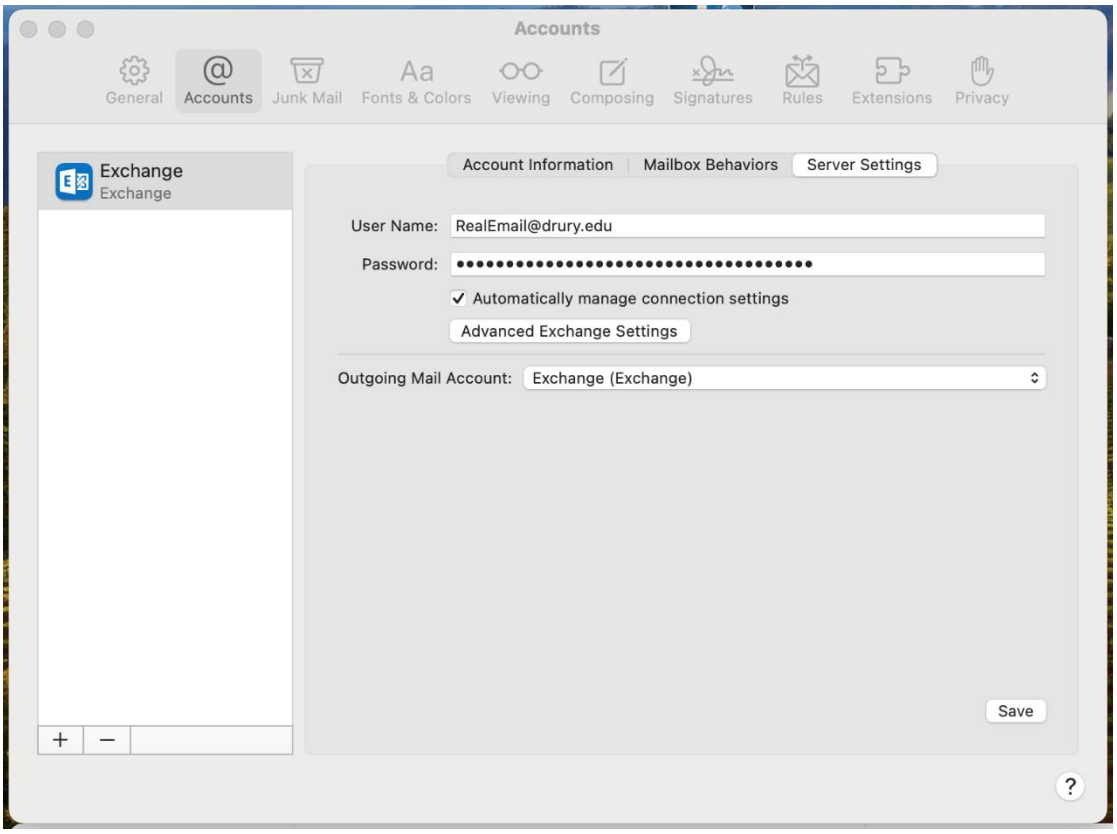
RESET THE EMAIL PASSWORD ON A MAC

Whenever a Drury password is changed, it must also be changed in two email areas on a Mac.

Select **Mail** from the icons at the bottom of the screen then click on **Mail** on the top header and select **Preferences**.

Click on **Accounts** from the **Preferences** screen, then on **Server Settings**.



On the **Server Settings** screen enter the password under your User Name and click **Save** in the bottom right-hand corner.