

Frequently Asked Questions

How do I change my E-mail password?

Changing your E-mail password will change the password for the following applications:

Portal

E-mail

PaperCut

1. Go to iaia.edu
2. Select Portal
3. Select Portal Sign On and logon to Portal
4. Click Account
5. Under Security Settings select Change
6. Enter in your current password
Enter in a New Password and Confirm New Password
7. Click OK

How do I setup my mobile device to receive and send from my IAIA E-mail account?

1. Go to the settings of the device
2. Add a new account
3. Select Microsoft Exchange Account
4. Enter in your email address and your username (these should be the same)
5. Enter in your E-mail password
6. If asked for server information enter in the following: outlook.office365.com
7. Select save