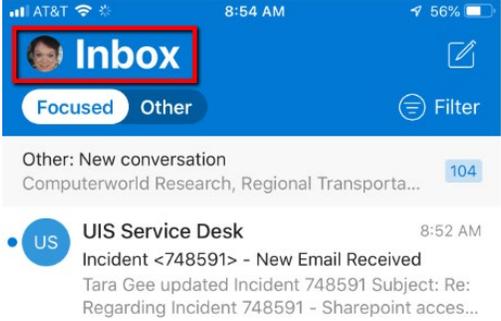


How to Remove O365 Email from iOS Microsoft App

PURPOSE: Remove O365 Email from iOS Microsoft App

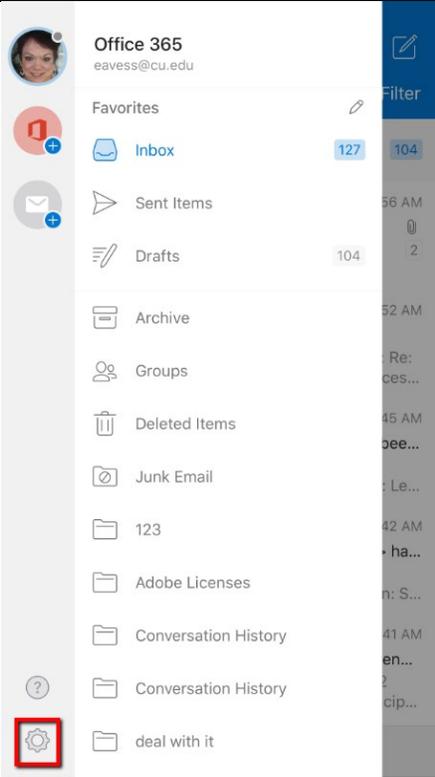
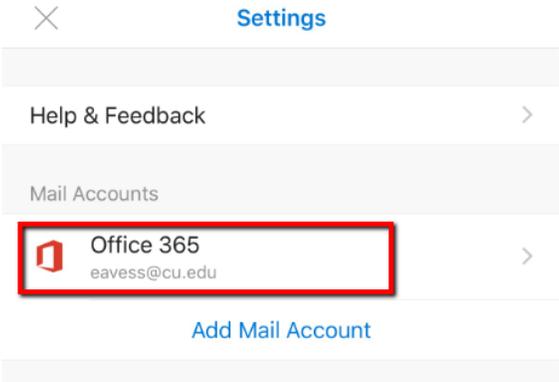
HOW TO REMOVE O365 EMAIL FROM iOS MICROSOFT APP:

<p>Tap on Microsoft Outlook App to open.</p>	
<p>Tap on Inbox to view setting options.</p>	



UIS SERVICE DESK

EMAIL & CALENDARS

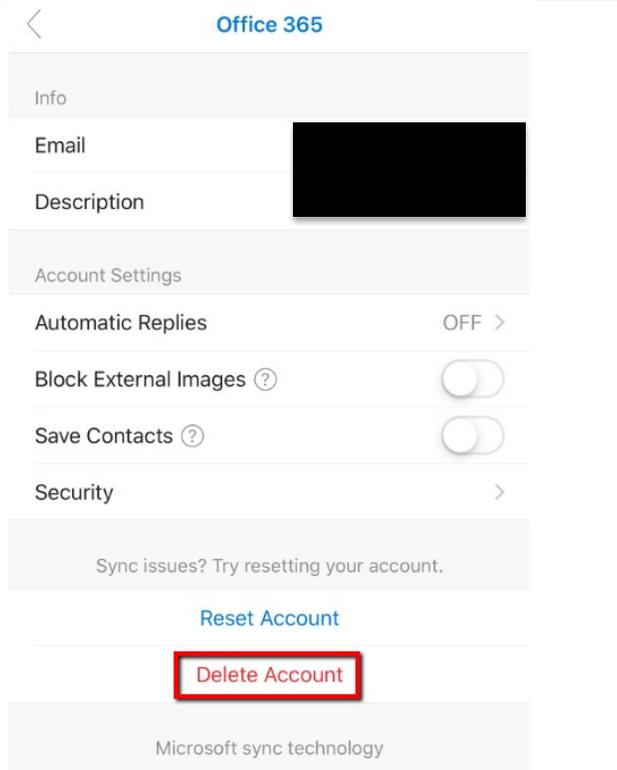
<p>Tap on Settings/Gear Wheel.</p>	 <p>A screenshot of the Office 365 mobile email application's navigation menu. The menu is displayed over a blurred background of an email inbox. At the top, it shows the user's profile: 'Office 365' with the email address 'eavess@cu.edu'. Below this are several categories: 'Favorites' (with an edit icon), 'Inbox' (127 items), 'Sent Items' (104 items), 'Drafts' (104 items), 'Archive' (104 items), 'Groups', 'Deleted Items', 'Junk Email', and a list of folders including '123', 'Adobe Licenses', 'Conversation History', and 'deal with it'. At the bottom of the menu, there is a gear icon representing 'Settings', which is highlighted with a red square.</p>
<p>Tap on current email under Mail Accounts (could display as Exchange or Office 365.)</p>	 <p>A screenshot of the 'Settings' screen in the Office 365 mobile email application. The screen has a white background with a blue title bar at the top that says 'Settings'. Below the title bar, there are several sections: 'Help & Feedback' with a right-pointing chevron, 'Mail Accounts' with a right-pointing chevron, and 'Office 365' with the email address 'eavess@cu.edu' and a right-pointing chevron. The 'Office 365' entry is highlighted with a red rectangle. At the bottom of the screen, there is a blue button that says 'Add Mail Account'.</p>



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Tap **Delete Account** to remove account from Microsoft App.



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