

Knowledge Base

Remove Exchange Account from Outlook for an iOS Device

Purpose & Overview:

This document will outline the process of removing an Exchange account from Outlook for an iOS device.

Support Info:

Remove Your Previous MEDSCH Account

- 1. If you have previously installed your MEDSCH account in Outlook, you will need to remove it.
- 2. Press on the Outlook icon on your device.





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3. Press on the three horizontal bars on the top left.



4. Press on the gear icon on the bottom left.



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5. Press on your account name.

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Inbox	Ľ			
Focused Other	×	Settings		
	Help & Feedback		>	
	Accounts			
	E MEDSCH Exchange			•
	Add Account		1 New	
	Mail			
	Notifications		>	
	Default		>	
	Signature		Get Outlook for iOS >	
	Swipe Options		Schedule / Archive >	
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6. Press on "Delete Account".

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xodni				
Focused Other	$\langle \rangle$	Exchange		
	Info			
	Email	netic	d@medsch.ucr.edu	
	Description		MEDSCH	
	Automatic Replies		OFF >	
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			\sim	
Nothing left to read, w	Save Contacts 🕐		\bigcirc	
Enjoy your empty ir	Hav	ing sync issues? Try resettin	ng	
View Messages in F		your account.	-	
	Edit Login Information			
	Delete Account			



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7. Select "Delete from this device" and press on "DELETE" to confirm the deletion of the account.

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Focused Other	<	Exchange	Exchange	
	Info			
	Email	netid@me	netid@medsch.ucr.edu	
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	Advanced Settings		>	
Nothing left to read, w Enjoy your empty ir	Save Contact	Delete account from this device or from all mobile devices where Outlook has been installed?	0	
View Messages in F		Delete From This Device		
		Delete From All Devices		
		Delete Account		

8. Your account has now been deleted from your device.