

Knowledge Base

Remove Exchange Account from Outlook for Mac

Purpose & Overview:

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

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. Open Outlook by clicking on the Outlook icon.





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3. Select the "Tools" menu and then click on "Accounts".



4. Select your account and click on the minus icon.

netid@medsch.ucr	• 20	netid@medsch.ucr.edu	
yournetid@medsch.ucr.edu	<u>د</u> کا	Exchange/Office 365 Account	
	Account description:	yournetid@medsch.ucr.edu	
	Personal information		
	Full name:	Your Name	
	E-mail address:	yournetid@medsch.ucr.edu	
	Authentication		
	Method:	User Name and Password	0
	User name:	yournetid@medsch.ucr.edu	
	Password:	•••••	_
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5. Click on "Delete" to confirm removing the account.

Default Account @medsch.u @medsch.ucr.edu	Are you sure you want to delete this account? All items in this account will be removed from your computer. If you have copies of messages or other items on the mail server, the copies will not be affected. Cancel Delete
	E-mail address: Authentication Method: User Name and Password C User name: Password: •••••••
+	Advanced

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