

Knowledge Base

Remove Exchange Account from Outlook for Mac

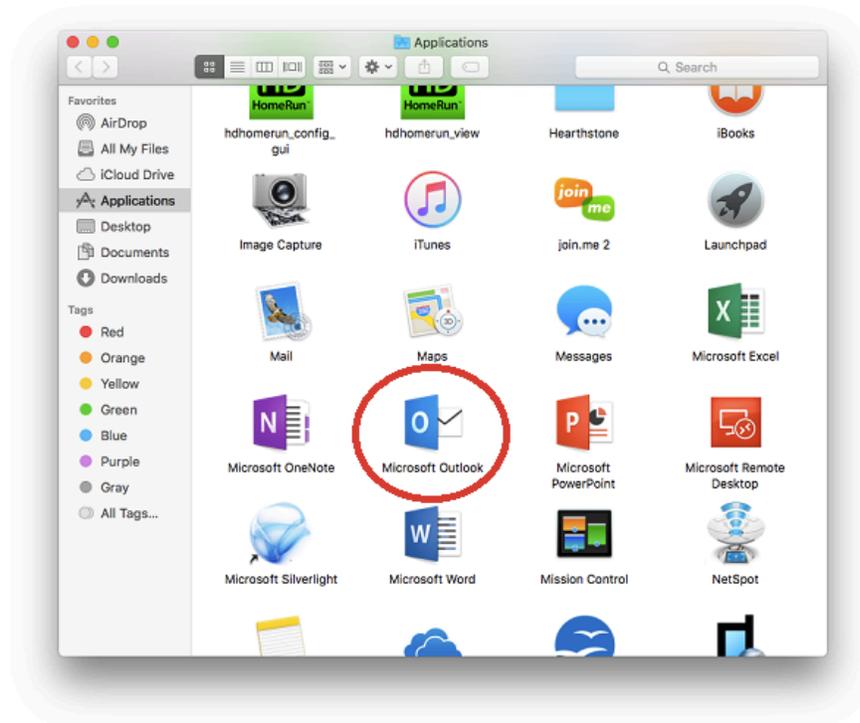
Purpose & Overview:

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

Support Info:

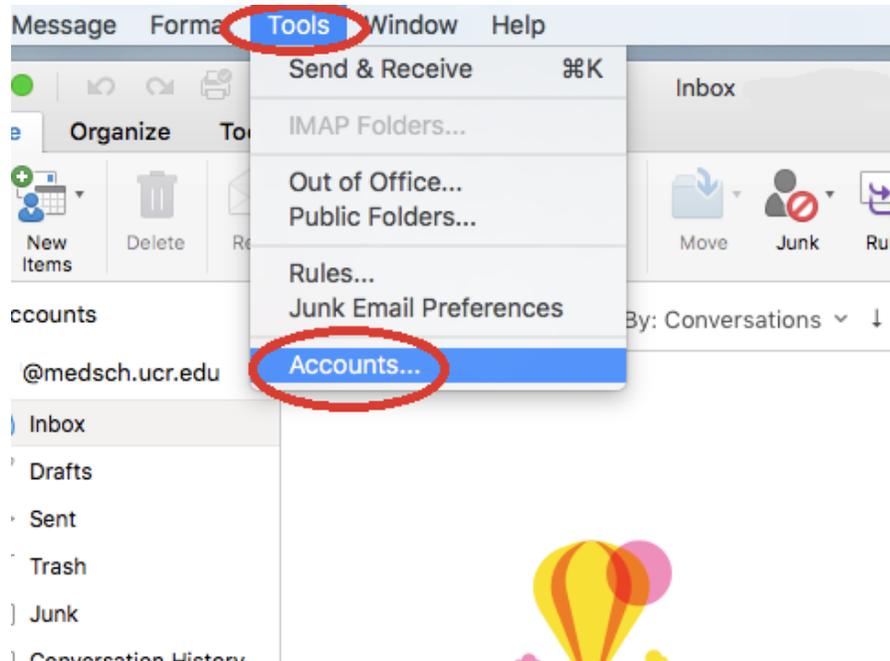
Remove Your Previous MEDSCH Account

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.

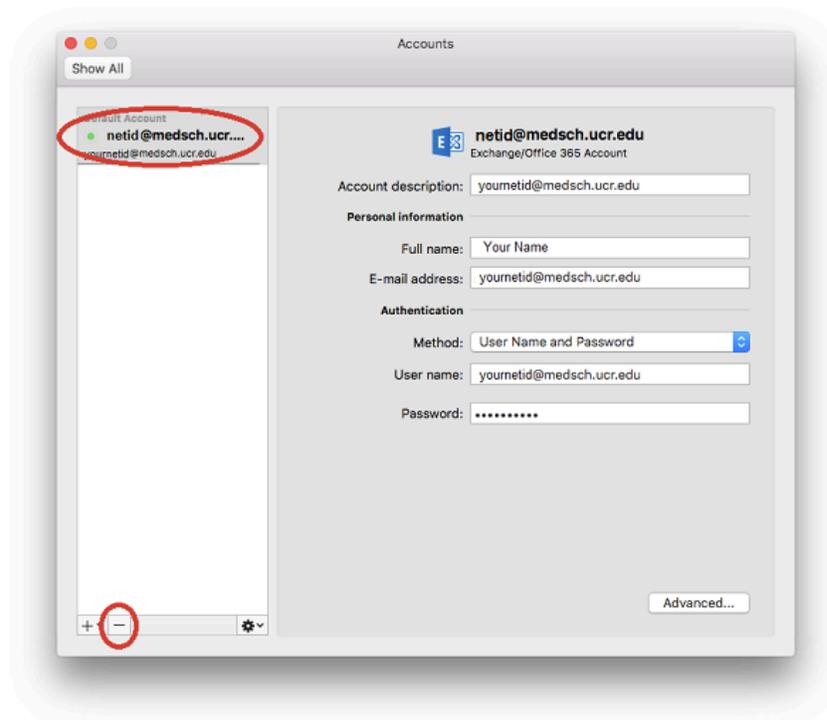


Knowledge Base

3. Select the “Tools” menu and then click on “Accounts”.

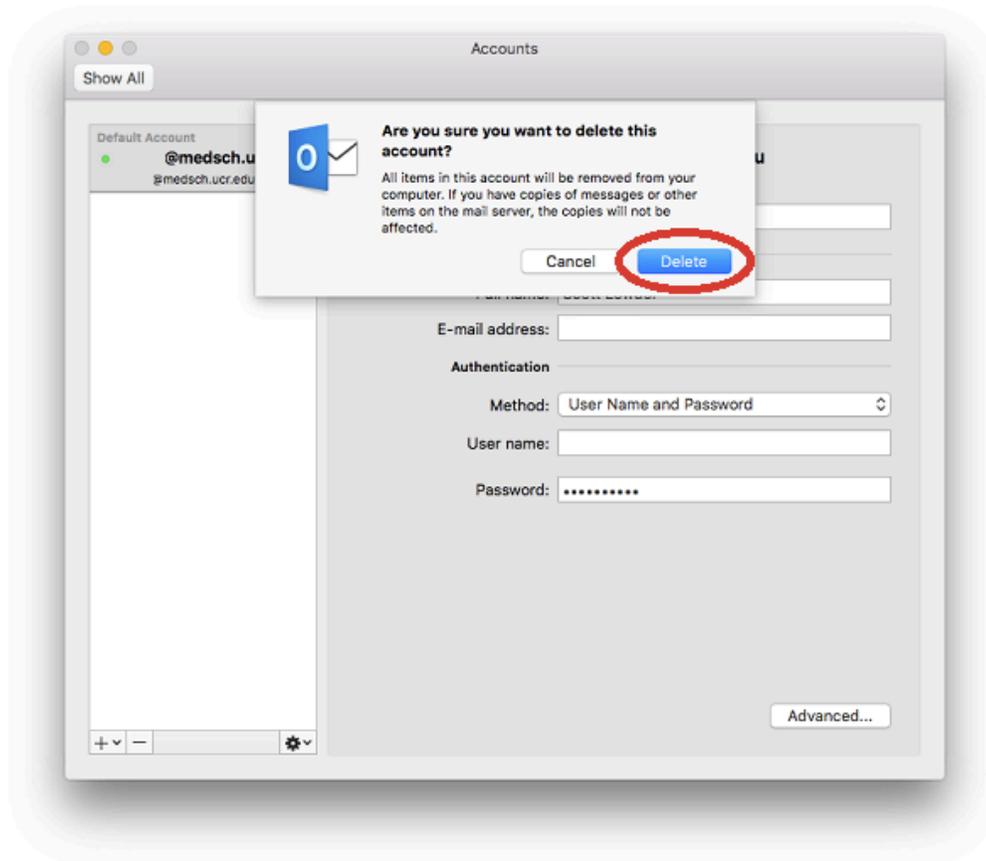


4. Select your account and click on the minus icon.



Knowledge Base

5. Click on “Delete” to confirm removing the account.



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