

Knowledge Base

Remove Exchange Account from Mac Mail

Purpose & Overview:

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

Support Info:

Remove Your Previous medsch Account

- 1. If you have previously installed your medsch account in Mac Mail, you will need to remove it.
- 2. Click on the Mail icon.



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3. Click on the Mail tab.



4. Click on "Accounts".



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5. Select your email account.

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6. Click on the minus icon.



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7. Click on "Ok" to confirm deletion of the account.



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