

#### 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.

	Internet Accounts	Q Search
other apps.	our accounts to use with Mail, Conta	cts, Calendar, Messages, and
Exchange Mail	E Exchange	Account Details
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	Contacts	
	Calendars	
	Reminders	
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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.