

## Knowledge Base

### Remove Exchange Account from Mac Mail

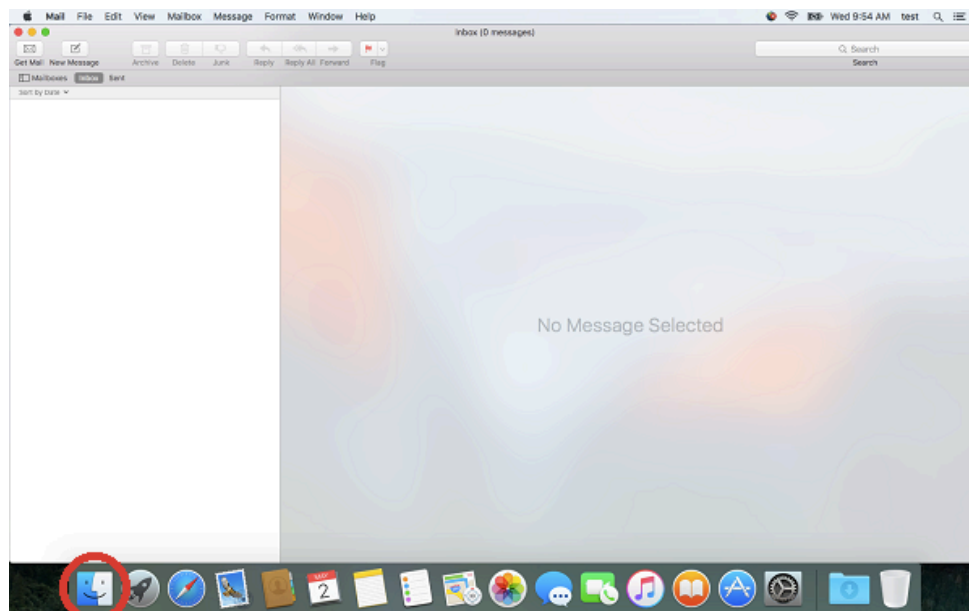
#### **Purpose & Overview:**

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

#### **Support Info:**

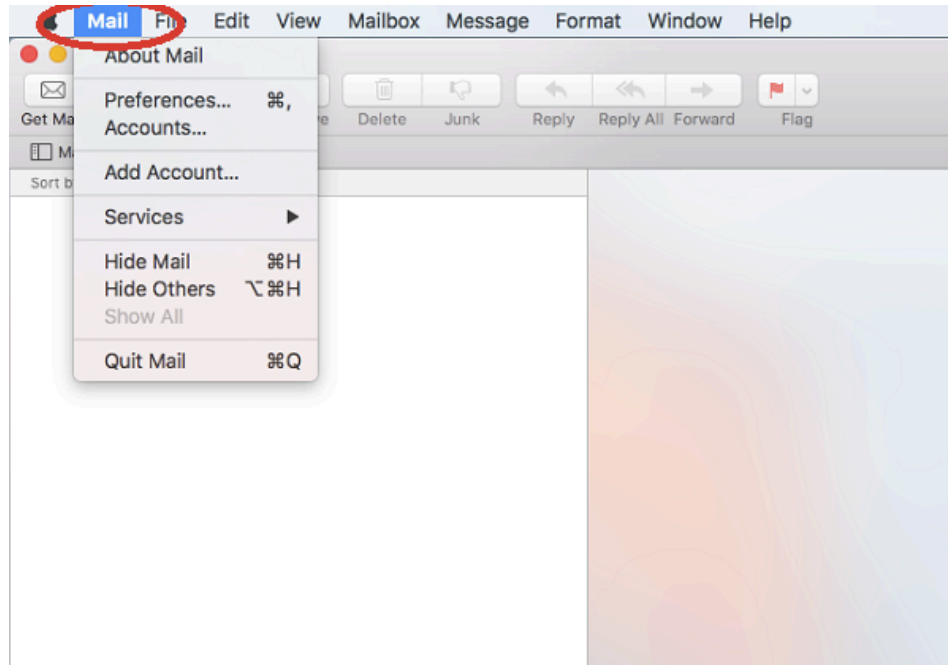
#### **Remove Your Previous medsch Account**

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

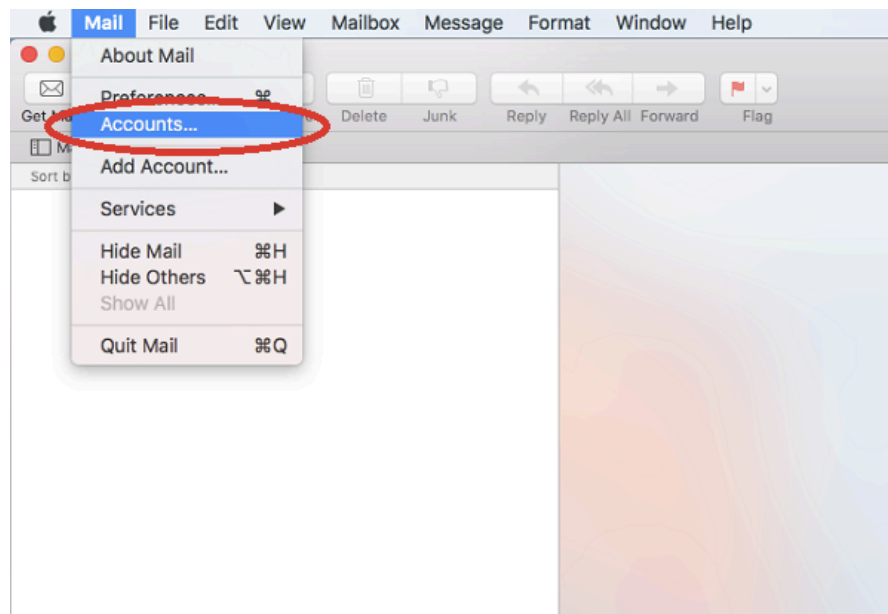


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3. Click on the Mail tab.

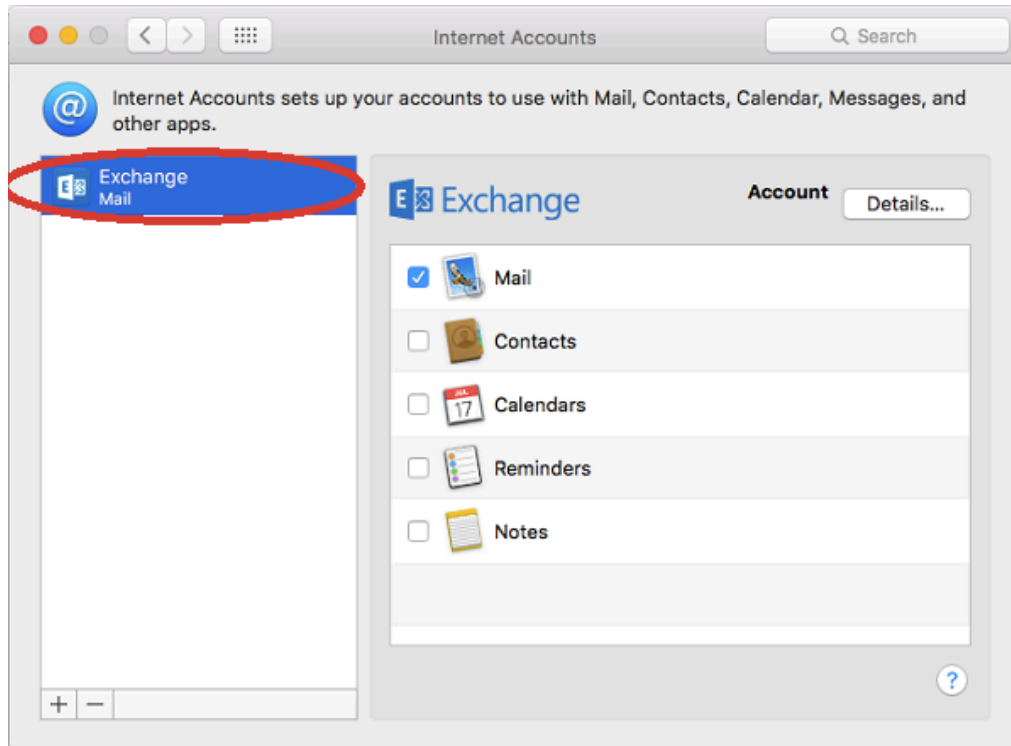


4. Click on "Accounts".

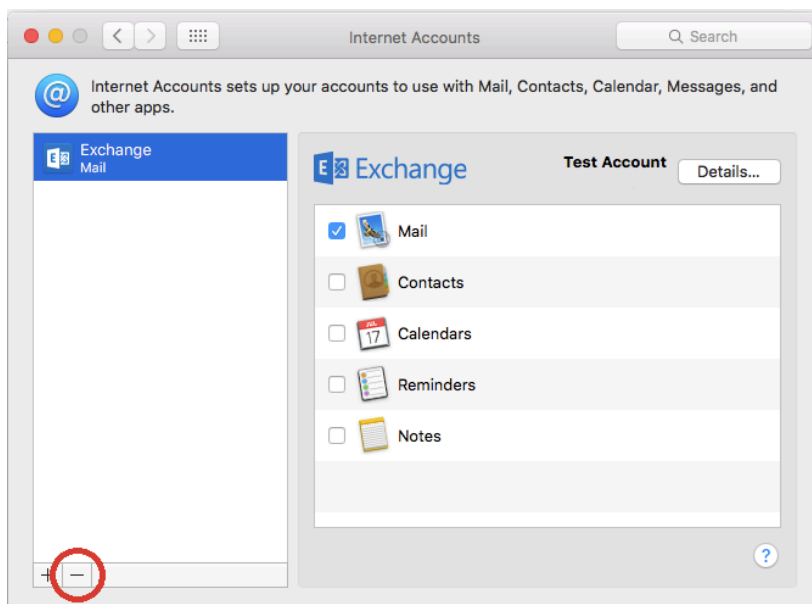


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5. Select your email account.

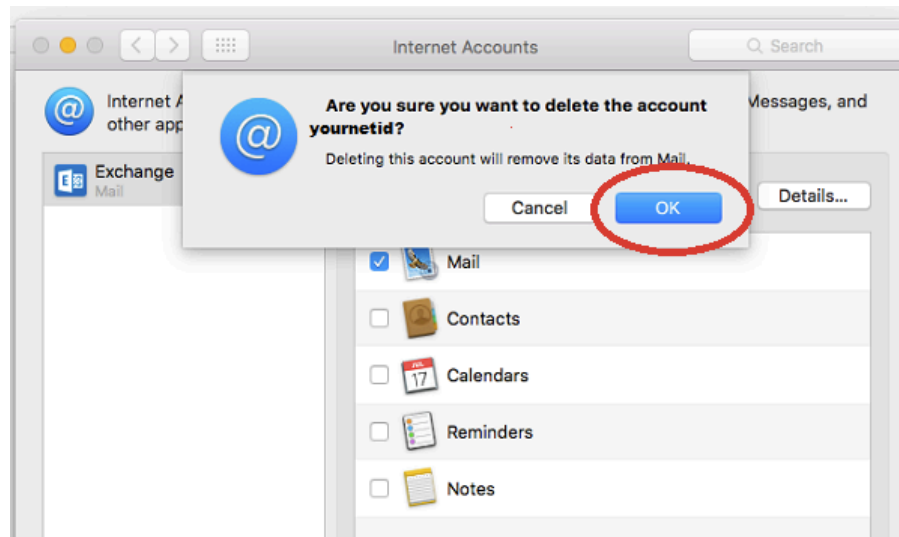


6. Click on the minus icon.



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



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