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Remove Exchange Account from Built-in Mail on an iOS Device

Purpose & Overview:

This document will outline the process of configuring an Office 365 email account on an iOS (iPad, iPhone) device using the built-in iOS mail app.

Support Info:

Remove Your Previous MEDSCH Account

- 1. If you have previously installed your MEDSCH account in the built-in mail app, you will need to remove it.
- 2. Press on the Settings icon on your device.



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3. Press on the "Accounts & Passwords" heading.



4. Press on your MEDSCH email account.

| iPad 🗢 | (TH) | 2:26 PM | \$ 63% ■ |
|--------|----------------------|---|-----------|
| | Settings | Accounts & Passwords | |
| | Privacy | | |
| | | App & Website Passwords | > |
| A | iTunes & App Store | _ | |
| - | Wallet & Apple Pay | ACCOUNTS | |
| | | iCloud ICloud Drive, Contacto, Caling Inc. Contacto, Caling Inc. | > |
| P | Accounts & Passwords | MEDSCH Mail | \supset |
| | Mail | Add Account | > |
| | Contacts | | |
| | Calendar | Fetch New Data | Push > |
| | Notes | | |
| | Reminders | | |
| | Messages | | |
| | FaceTime | | |
| 6 | Maps | | |
| 0 | Safari | | |
| | News | | |
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5. Press on "Delete Account".



6. Press on "Delete" on the delete confirmation pop-up.

| Settings CAccounts MEDSCH | |
|---|------------|
| Privacy | |
| EXCHANGE | |
| Account Account | |
| Wallet & Apple Pay State Mail | |
| Accounts & Passwords Contacts | \bigcirc |
| Calandare Delete Account | \bigcirc |
| Contacts Deleting this account will remove its data from your iPad. | \bigcirc |
| Calendar Cancel Delete | |
| Mail Days to Sync 1 | Month > |
| Reminders | |
| Automatic Reply | Off > |
| FaceTime | |
| Maps Delete Account | |
| 🥑 Safari | |
| News | |

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