

Knowledge Base

Remove Exchange Account from Outlook for an iOS Device

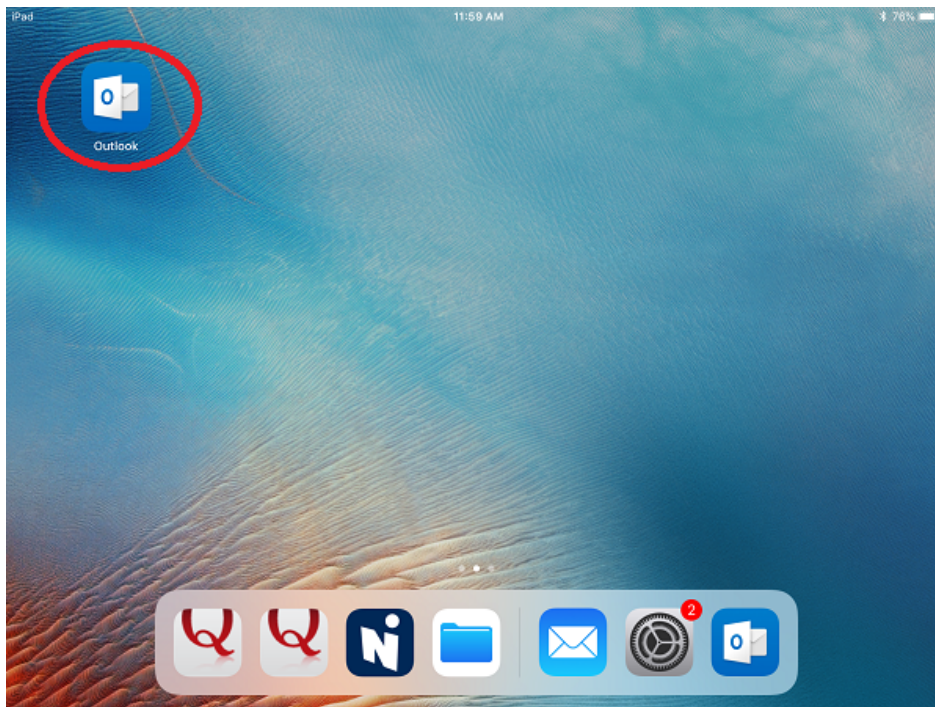
Purpose & Overview:

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

Support Info:

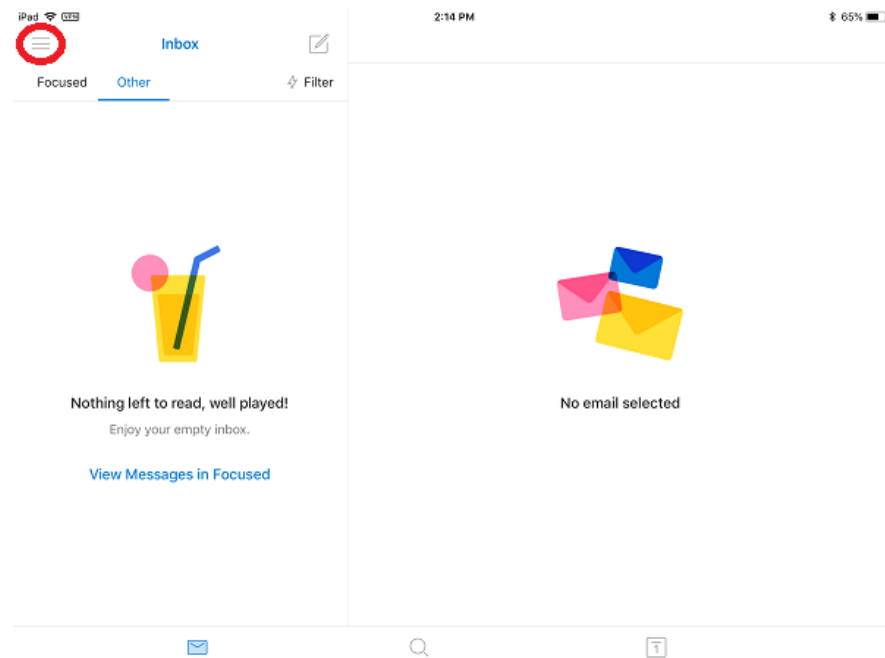
Remove Your Previous MEDSCH Account

1. If you have previously installed your MEDSCH account in Outlook, you will need to remove it.
2. Press on the Outlook icon on your device.

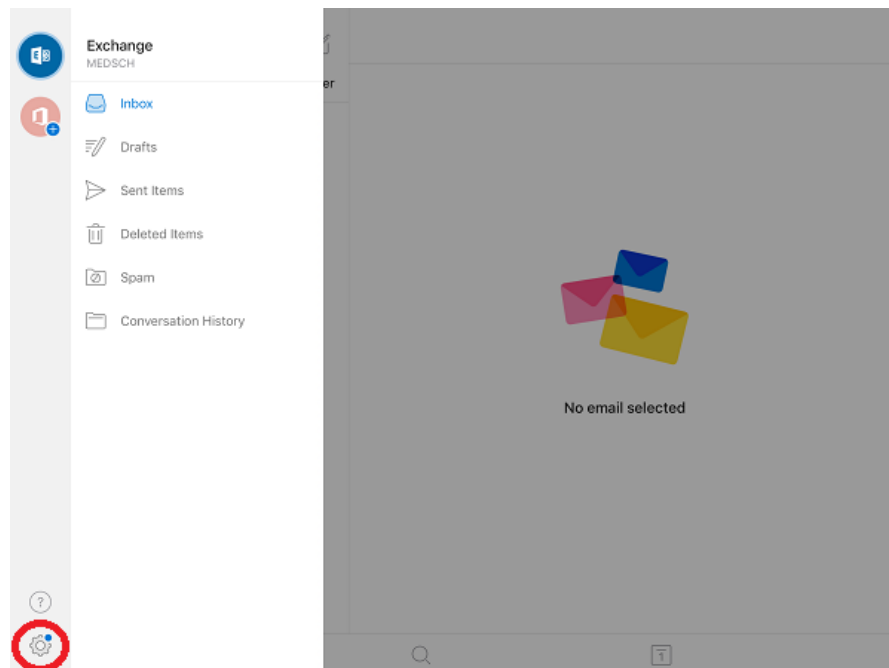


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3. Press on the three horizontal bars on the top left.

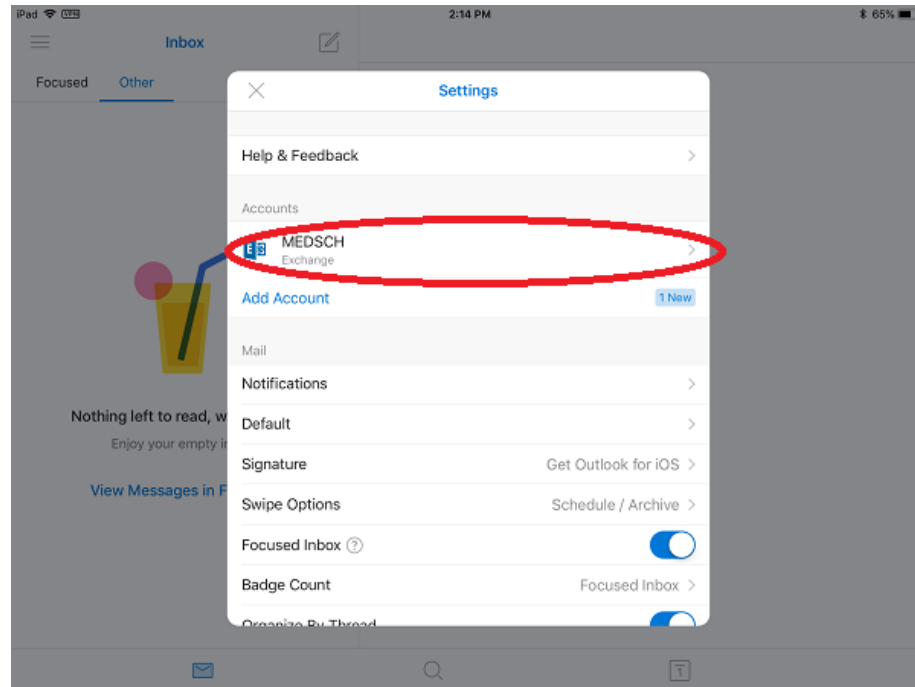


4. Press on the gear icon on the bottom left.

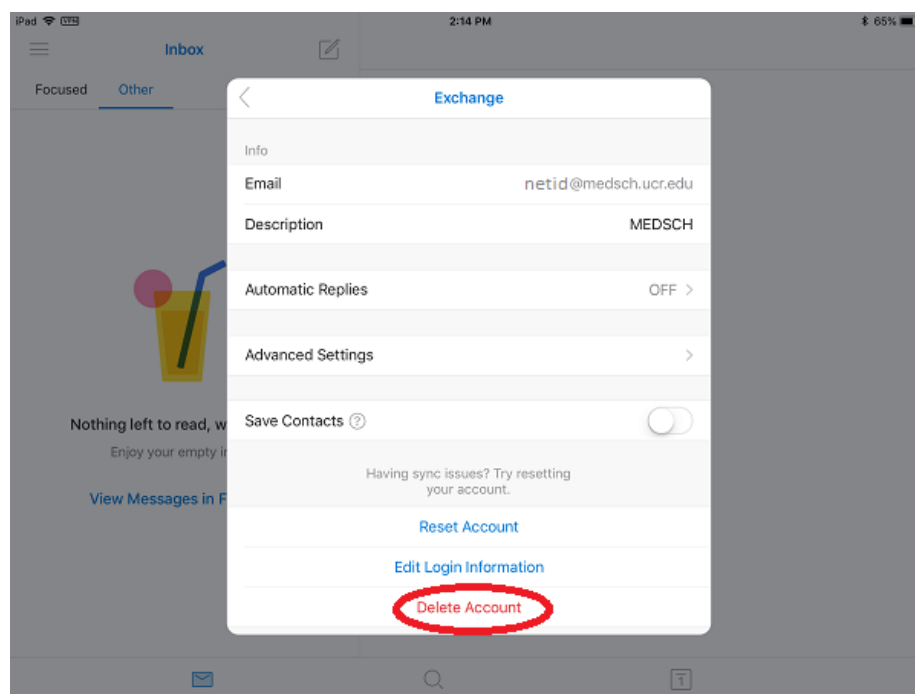


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5. Press on your account name.

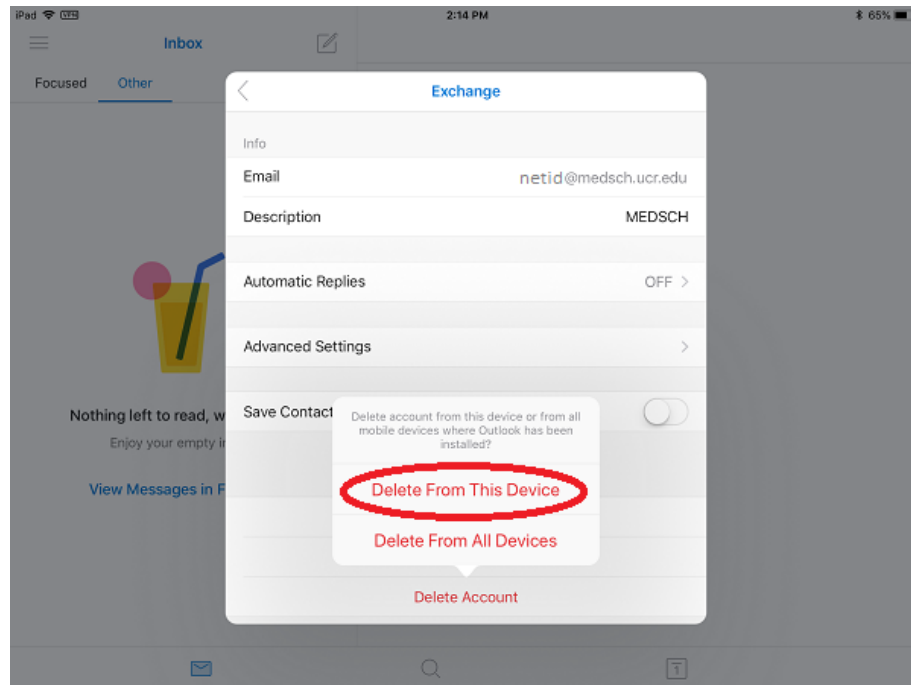


6. Press on "Delete Account".



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7. Select “Delete from this device” and press on “DELETE” to confirm the deletion of the account.



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