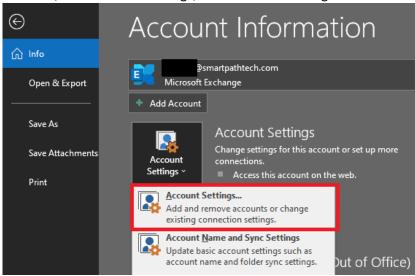


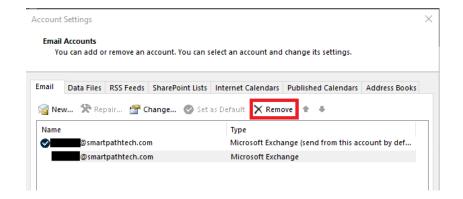
## Removing an Email Account from Outlook

For any number of reasons, it may be necessary to remove an email account from Outlook. These instructions assume that Outlook has multiple accounts set up, and that the account to be removed is a secondary account. The instructions use Outlook 2019 and will vary if you use a different mail client. Also note that depending on the email account type and its settings, removing an email account may delete email content (this is not typical). The account itself will continue to exist, however. Images have been edited for privacy.

1. In Outlook, select File, then Account Settings, then Account Settings



2. In the Account Settings screen, select the account you need to remove, then press the Remove button. Press Yes to confirm when prompted.



Reach out to SmartPath Technologies if you experience any issues.