1.From the main Outlook window, select File in the upper left corner of the screen.



2. Select **Account Settings** > **Account Settings**. (Drop down arrow and click on the first option).

<ul> <li>Add Account</li> <li>Account Settings</li> <li>Change settings for this account or set up more connections.</li> <li>Access this account on the web. https://outlook.office365.com/owa/greensboro.edu/</li> <li>Get the Outlook app for iOS or Android.</li> </ul>	Account Info	egreensboro.edu	
Account Account Settings ~ Account Settings ~ Account Settings Account Settings for this account or set up more connections. Access this account on the web. <u>https://outlook.office365.com/owa/greensboro.edu/</u> Get the Outlook app for iOS or Android.	+ Add Account		
	Account Settings ~	<ul> <li>Account Settings</li> <li>Change settings for this account or set up more connections.</li> <li>Access this account on the web. <u>https://outlook.office365.com/owa/greensboro.edu/</u></li> <li>Get the Outlook app for iOS or Android.</li> </ul>	

3. Select the account you want to delete, then select **Remove**.

Account Settings

## **Email Accounts**

You can add or remove an account. You can select an account and change its settings.

Email	Data Files	RSS Feeds	SharePoint Lists	Internet Calendars	Published Calendars	Address Books				
🧟 New 😤 Repair 🖀 Change 📀 Set as Default 🗙 Remove 🔹 🛡										
Name				Туре						
		@green	@greensboro.edu		Microsoft Exchange (send from this account by defa					

 $\times$ 

You'll see a message warning you that all offline cached content for this account will be deleted. This only affects content downloaded and stored on your computer.

## 4. Select Yes to confirm.

