

Follow these instructions to remove an existing work email account from the native (built-in) email application on your mobile device.

1. Open settings and scroll down to Passwords & Accounts



**2.** Find your work email account, usually named Exchange, or your company name and tap it:

	a App Passwords	57 >
AutoFill	Passwords	
ACCOUNTS		
iCloud iCloud Drive, Con	tacts, Calendars, Safari an	d 5 more >
Exchange	alendars, Reminders, Note	s >
Hotmail Mail, Contacts, Ca	alendars	>
Gmail Mail, Contacts, Calendars		>
wiell, contacts, ce	Add Account	
Add Account		>

**3.** You can confirm this is the correct account at the top, where it should have your work email address. Once confirmed, scroll down and tap on **Delete Account**:

Accounts	11:24 AM Exchange	-	
Account	365test@	.08	
🖂 Mail			
Contacts			
Calendars			
Reminde	rs		
Notes			
Mail Days to Sync		1 Month >	
Automatic Rep	ly	Loading >	
<	Delete Account	>	

**4.** A confirmation will pop up, press **Delete Account** again, and it will then remove the account. This can take a few minutes depending on how much mail you have, but once it's finished you can proceed to install the Outlook App and add your work email account there.

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< Acc	counts	Exchange	
Acco	ount	365test@	.ca
	Mail		
	Contact	5	
T	Calenda	rs	
	Reminde	ers	
-	Notes		O
••••		Delete Account	
Del	eting this ac reminders	count will remove its co and calendars from you	ntacts, notes, r iPhone
	Dele	ete from My iPho	ne
0		Cancel	

## Having Trouble?

You can also email servicedesk@gradea.ca or call us at 613-721-3331 or 1-866-5-GRADEA.