


iPhone User

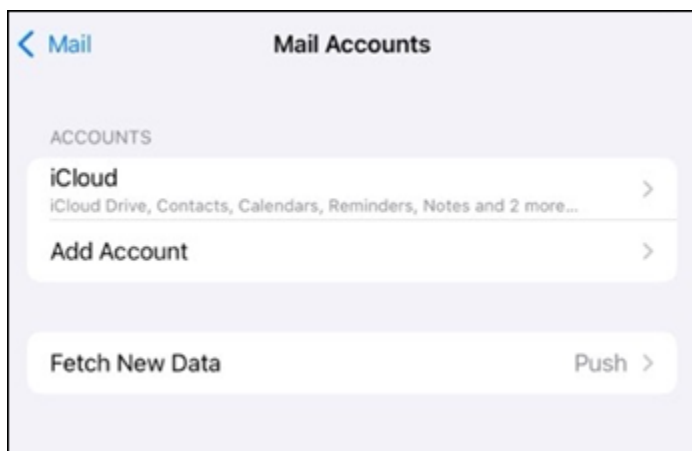
How to Delete Email Account

1. Go to **Settings**  > **Apps** > **Mail**.
2. Tap Mail Accounts, tap your work email account you want to remove from your iPhone, then tap Sign Out or Delete Account.

How to Re-add Email Account

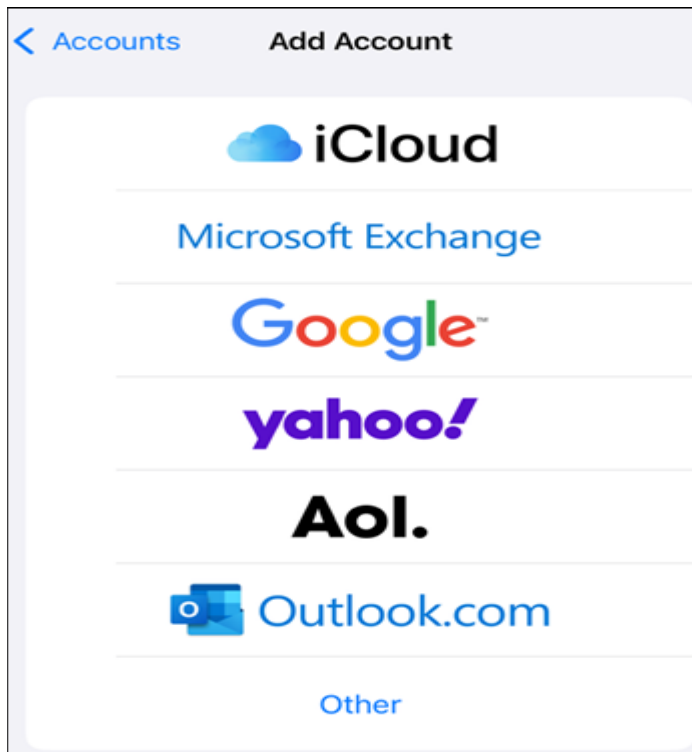
1

Go to your iPhone or iPad's **Settings** > scroll down and tap **Apps** > **Mail** > **Mail Accounts** > **Add Account**.



2

Select **Microsoft Exchange**.

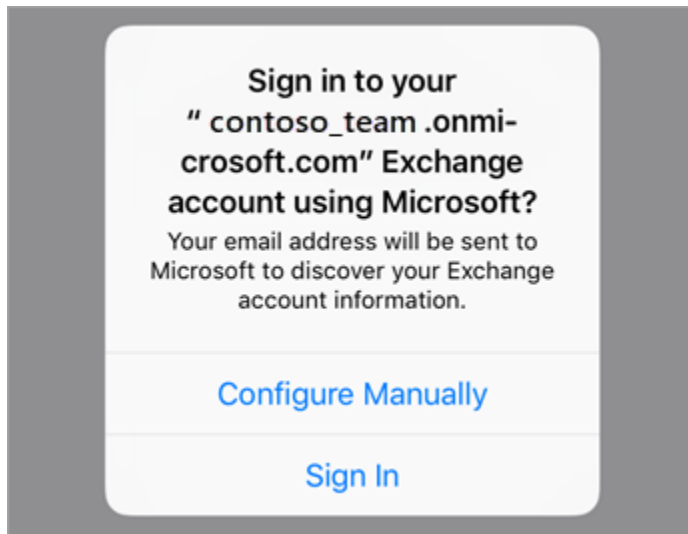


3

Enter your Microsoft 365 @taospueblo.com email address and a description of your account. Tap **Next**.

The screenshot shows the account setup screen. At the top, there are three buttons: 'Cancel' on the left, 'Exchange' in the center, and 'Next' on the right. Below the buttons is a form with two input fields. The first field is labeled 'Email' and contains the text 'TRoussel@contoso.com'. The second field is labeled 'Description' and contains the text 'Exchange' with a blue cursor at the end of the word.

Tap **Sign In**.



4

Enter the password associated with your email account.
Tap **Sign in**



Sign in

Email *

jane@coolexample.com

Password *

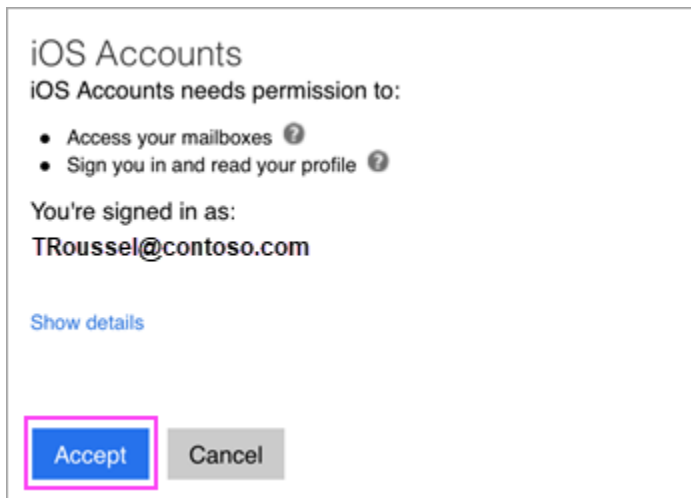
Show

Keep me signed in on this device

Sign In

5

The Mail app may request certain permissions.
Tap **Accept**.



6

Choose the services you want to sync with your iOS device and tap **Save**. You're done!

