



Remove email account from mobile device

iPhone + iPad / Android / Windows Phone / Blackberry

iPhone + iPad

1. Go to Settings > Mail, Contacts, Calendars. The Accounts screen will open.
2. On the Accounts screen, tap the Exchange Account you want to remove.
3. Scroll down and click Delete Account. A Delete Account warning window will open.
4. On the Delete Account warning window, click Delete Account to finish. You have successfully deleted your Exchange account.

Android

1. Go to Applications > Email. The Email screen will open.
2. On the Email screen, bring up the settings menu and tap Accounts. The Accounts screen will open.
3. Press and hold the Exchange Account you want to delete until the Menu window opens.
4. On the Menu window, click Remove Account. A Remove Account warning window will open.
5. On the Remove Account warning window, tap OK or Remove Account to finish.
6. You have successfully deleted your Exchange account.

Windows Phone

1. On Start, flick left to the App list, tap Settings icon, then tap Email + accounts.
2. Tap and hold the account you want to delete from your phone, tap Delete, and then tap Delete again.
3. You have successfully deleted your Exchange account.

Blackberry

1. On the home screen, select the email account you want to delete
2. When you've opened your inbox, press the BlackBerry key and select Options
3. Select Email Account Management
4. Highlight the account you want to delete, press the BlackBerry icon and select Delete
5. To confirm, select Yes
6. You have successfully deleted your Exchange account.

If you require assistance please contact our Service Desk via email at sd@communicateplc.com