How to remove Microsoft Exchange account on iOS and Android

Article Number: 2661 | Last Updated: Tue, Aug 30, 2022 at 11:17 AM
If you need to install or re-install an Exchange account through your iOS or Android device's Mail app or Android App, it is a good idea to remove the Microsoft Exchange account from your phone's settings before proceeding. Here are instructions to do that on both iOS and Android devices. 

**IOS: HOW TO REMOVE YOUR MICROSOFT EXCHANGE ACCOUNT** 
Go to Settings > Mail, Contacts, Calendars. The Accounts screen will open. On the Accounts screen, tap the Exchange Account you want to remove. Scroll down and click **Delete Account**. A warning window will open. On the warning window, click **Delete Account** to finish. You have successfully deleted your Exchange account.

**ANDROID: HOW TO REMOVE YOUR MICROSOFT EXCHANGE ACCOUNT** (note: there may be slight difference in different Android versions - look for similar settings) 
Go to Applications > Email. ... On the Email screen, bring up the settings menu and tap **Accounts**. ... Press and hold the Exchange Account you want to delete until the Menu window opens. On the Menu window, click **Remove Account**. ... On the Remove Account warning window, tap OK or **Remove Account** to finish. 
If you have more questions, email ITHELP@clemson.edu or call 864-656-3494.

Posted - Tue, Aug 30, 2022 at 10:21 AM.
Online URL: [https://hdkb.clemson.edu/phpkb/article.php?id=2661](https://hdkb.clemson.edu/phpkb/article.php?id=2661)