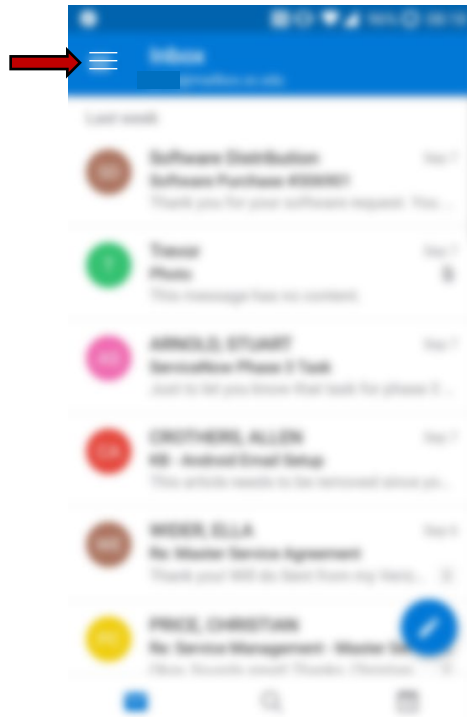


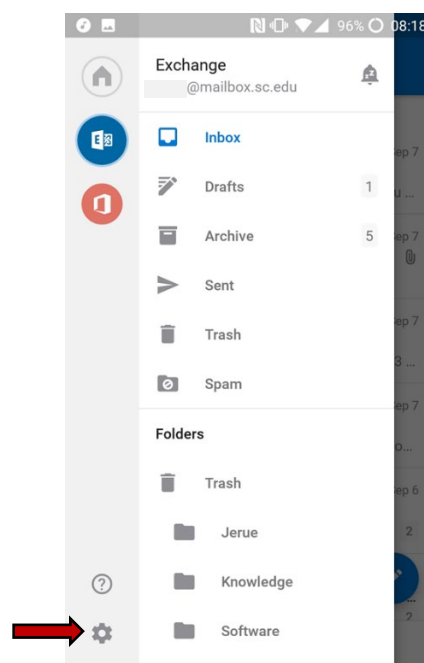


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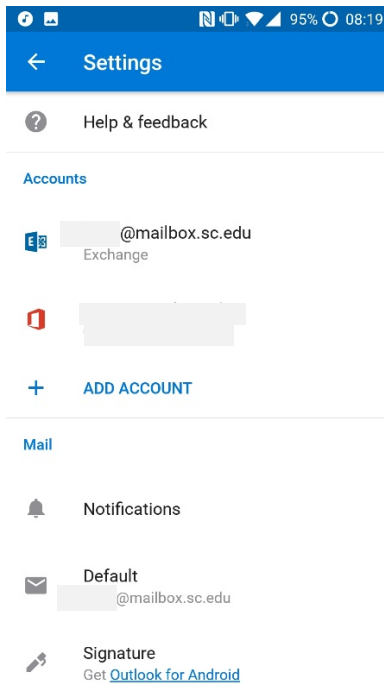
1. Click the **three lines (hamburger)** in the top left-hand corner.



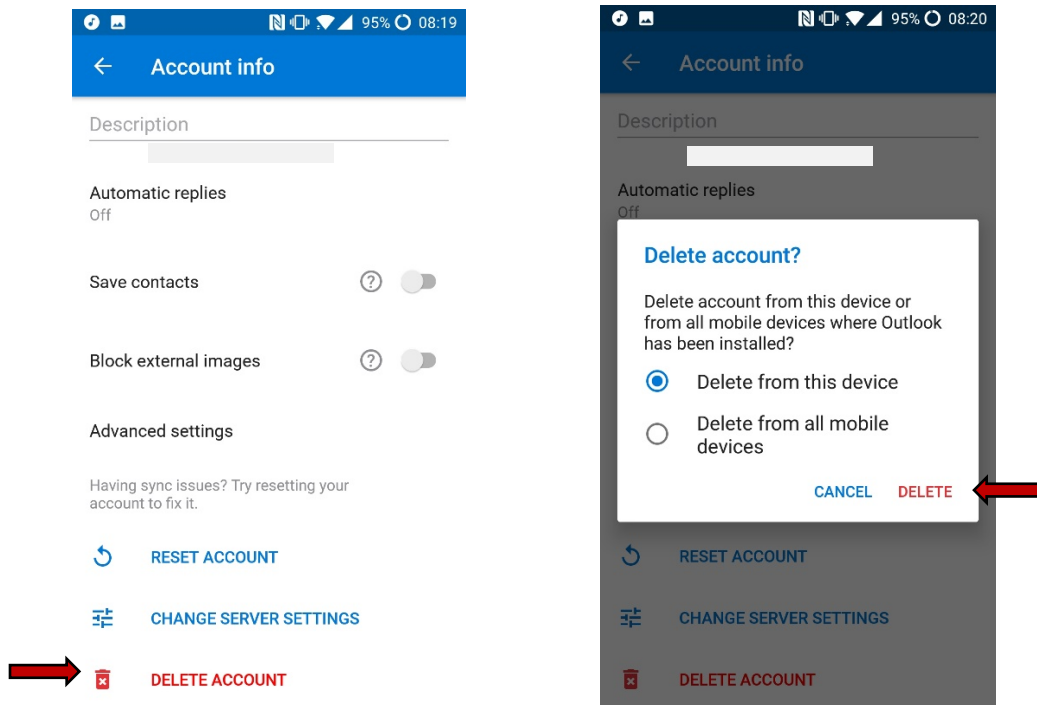
2. At the bottom of the list, click the **Settings icon**



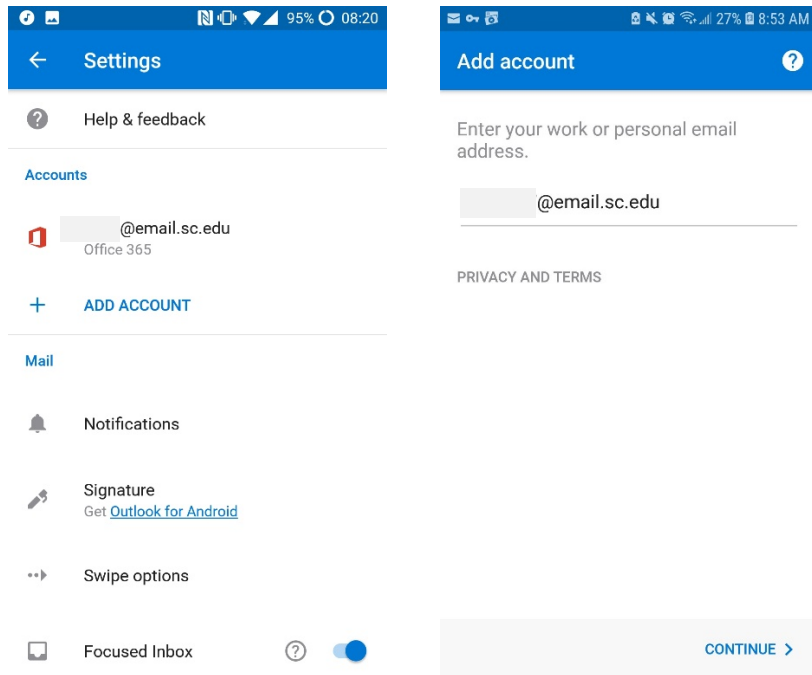
3. Under settings, select the email account you would like to remove.



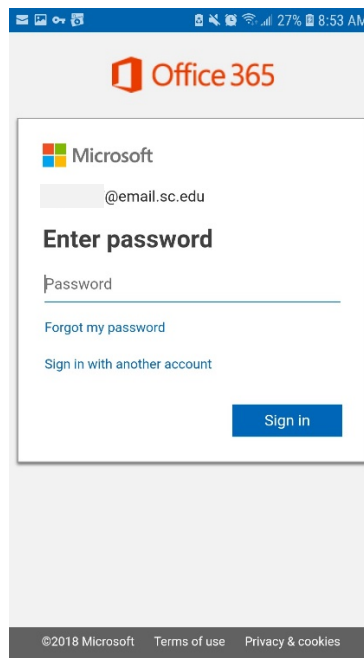
4. At the bottom of the following page, select **Delete Account** and confirm by clicking **Delete** on next pop up message.



5. To sign in with your new preferred account, click **Add Account**. Type in your full email address and click **Continue**.



6. On the following Microsoft page, type in your password and click **Sign in**.



7. Allow time for your emails and calendar to populate.