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 @mailbox.sc.edu 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 account, click Add Account. Type in your full username@email.sc.edu 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.