Delete an Existing Account

1. Launch the Outlook app.

2. Tap Settings.

3. Tap your Exchange account, which is typically displayed as your email address.

4. Tap Delete Account.

5. Tap Delete From This Device.
Configure a New Account

1. Launch the Outlook app.

2. Tap Get Started.

3. Tap Notify Me (unless you do not wish to receive email/event notifications).

4. Type your University email address in the email address field.

5. Tap Add Account.

   Enter your work or personal email address.

   yourname@provider.com

   Add Account
6. Type your University username in the **UWEC Username** field.
7. Type your University password in the **UWEC Password** field.
8. Tap **Sign In**.
9. Tap **Maybe Later**.
10. Tap **Skip**.