

## Microsoft Account Remove Email Account

### How do I remove an account?

1. On Start, tap or click Mail.
2. Swipe in from the right edge of the screen, and then tap Settings. **(If you're using a mouse, point to the upper-right corner of the screen, move the mouse pointer down, and then click Settings.)**
3. Tap or click Accounts.
4. Tap or click the account you want to remove.
5. At the bottom, tap or **click Remove account.**

This removes the account from Mail, but doesn't delete the original account or messages. You'll still be able to get to them through a browser or other mail app. If you remove the account you used to set up Mail, that removes all of your accounts from Mail, Calendar, People, and Messaging.

Removing your Microsoft account (the account you use to sign in to Windows) is a different process. That account is required to use Mail, and removing it will remove all of your accounts from Mail, Calendar, Messaging, and People. You might want to stop downloading messages for that one account instead of removing it.

### To stop syncing your mail

1. On Start, tap or click Mail.
2. Swipe in from the right edge of the screen, and then tap Settings. (If you're using a mouse, point to the upper-right corner of the screen, move the mouse pointer down, and then click Settings.)
3. Tap or click Accounts.
4. Tap or click the account you want.
5. Under Download new email, tap or click Manual .

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