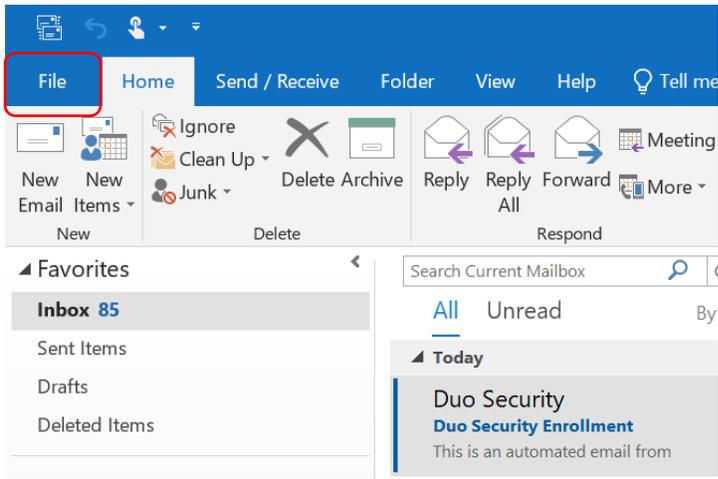


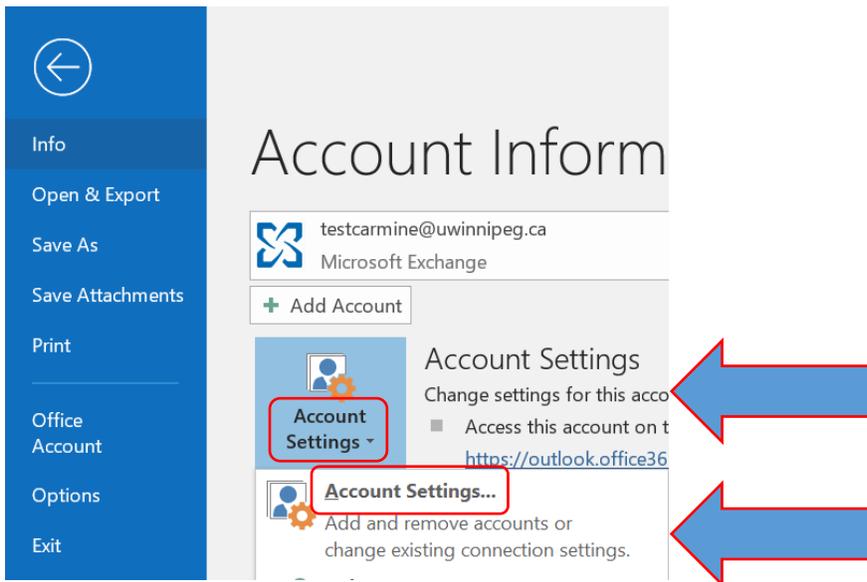
UW – How to Remove an existing Department Mailbox

Login to **Outlook**

Click on **File**



Click on **Account Settings** -> **Account Settings**

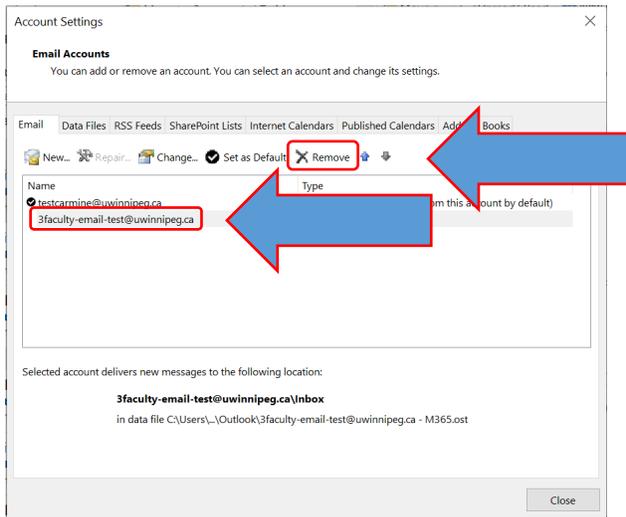




Click on your **<Department Mailbox>**

(**Note:** this will have your department account name, below is just an example)

Then click on **Remove**



When prompted, click **Yes**



Then click on **Close**

