

# 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*

count Settings	×
Email Accounts	
You can add or remove an account. You can select an account and change its settings.	
mail Data Files RSS Feeds SharePoint Lists Internet Calendars Published Calendars Add Books	
🍘 New_ 🗱 Repair 🚰 Change 🔮 Set as Default 🔀 Remove 🗣 🗧	
Name Type	
etestcarmine@uwinnipeg.ca	/ default)
3faculty-email-test@uwinnipeg.ca	
elected account delivers new messages to the following location:	
3faculty-email-test@uwinnipeg.ca\Inbox	
in data file C:\Users\\Outlook\3faculty-email-test@uwinnipeg.ca - M365.ost	

# When prompted, click Yes



## Then click on Close

count Settings		×	
Email Accounts You can add or remove an account. You	can select an account and change its settings.		
mail Data Files RSS Feeds SharePoint Li	ts Internet Calendars Published Calendars Address Boo	iks	
📴 New 🛠 Repair 🚰 Change 📀 S	et as Default 🗙 Remove 🔮 🗣		
Name Stestcarmine@uwinnipeq.ca	Type Microsoft Exchange (send from this account	t by default)	
		Close	