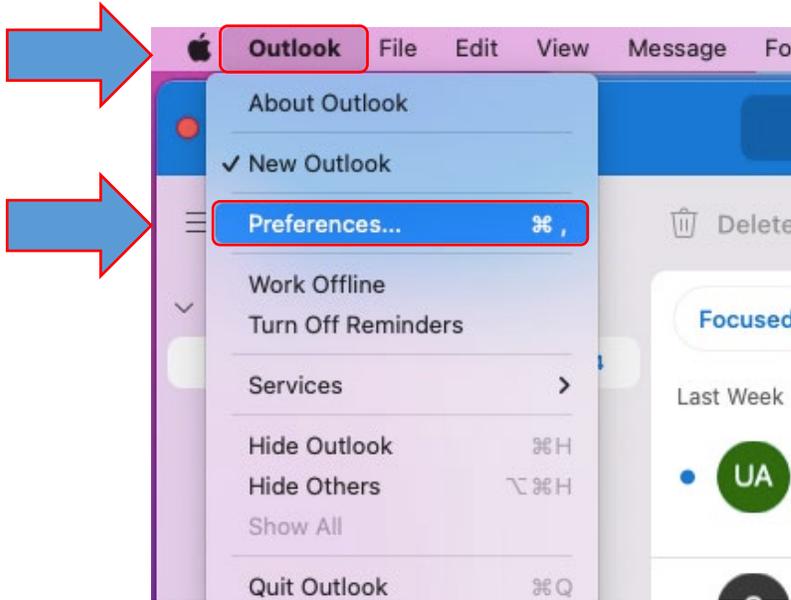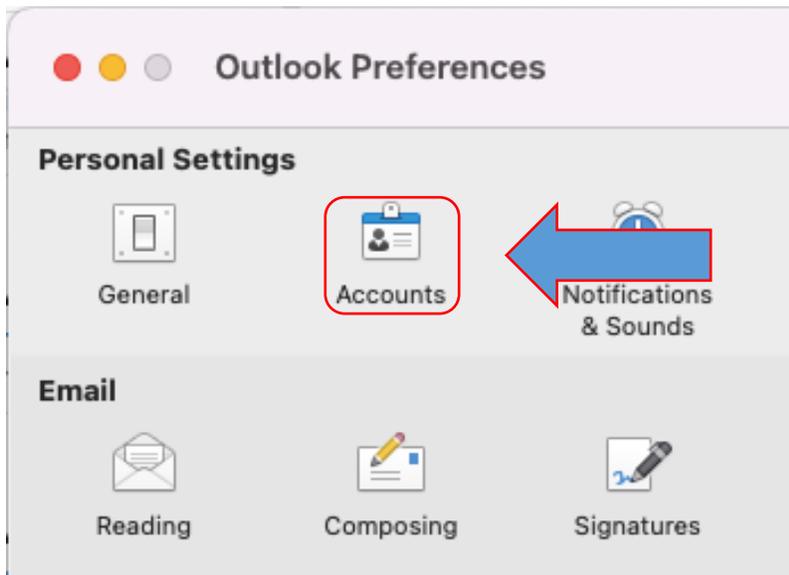## UW – How to Remove an existing Department Mailbox - Mac

Login to *Outlook*

Click on *Outlook -> Preferences*

Click on *Accounts*

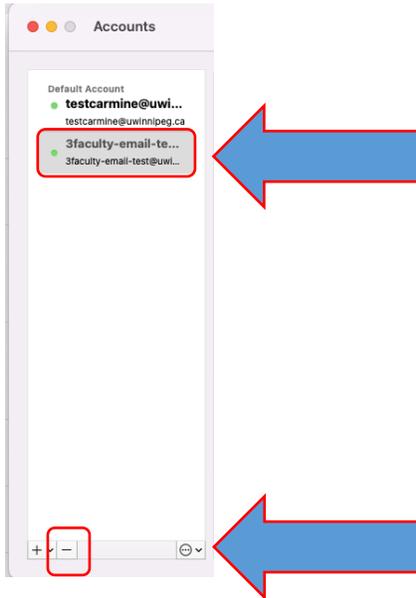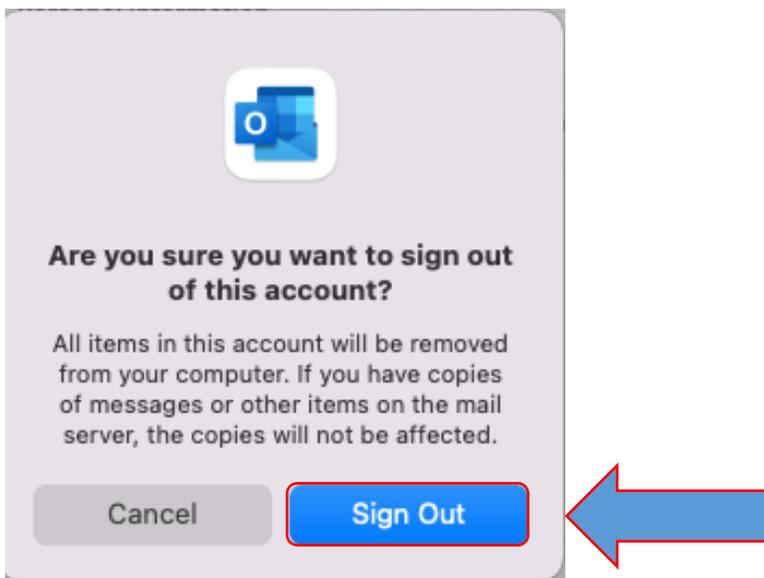Click on your ***<Department Mailbox>***

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

Then click on the minus sign at the bottom of the screen to remove the account

When prompted, click on ***Sign Out***

Click on the red circle to close this window