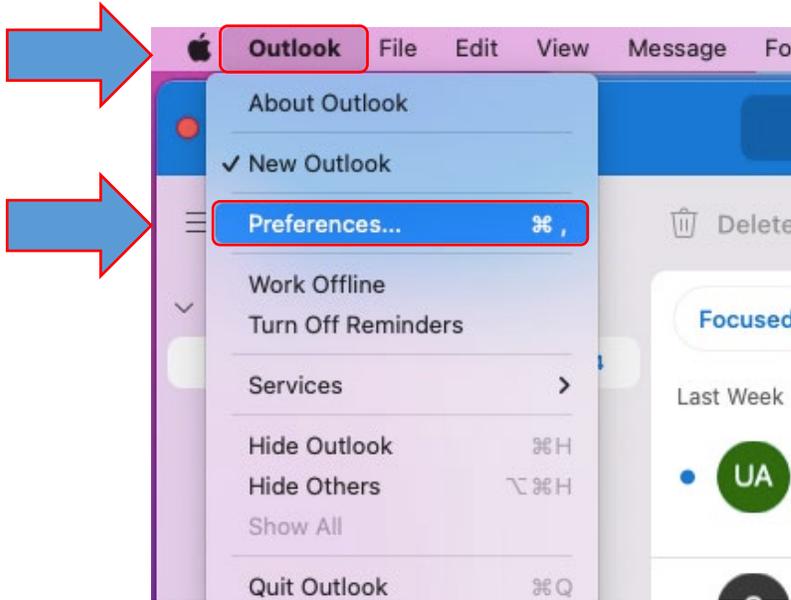




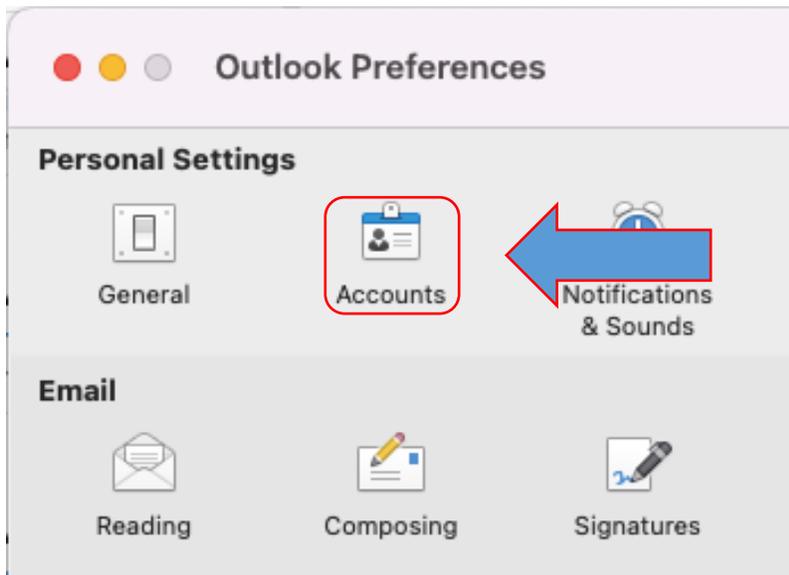
## UW – How to Remove an existing Department Mailbox - Mac

Login to **Outlook**

Click on **Outlook -> Preferences**



Click on **Accounts**

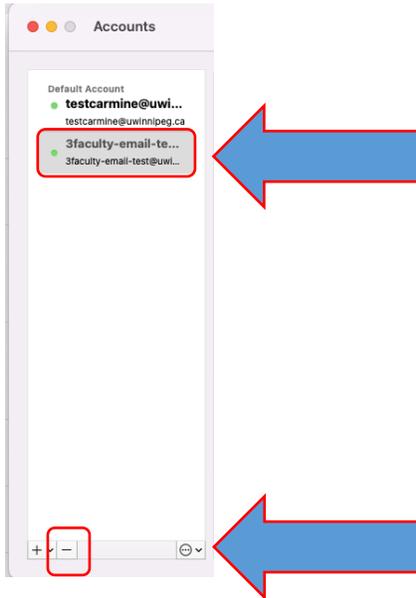




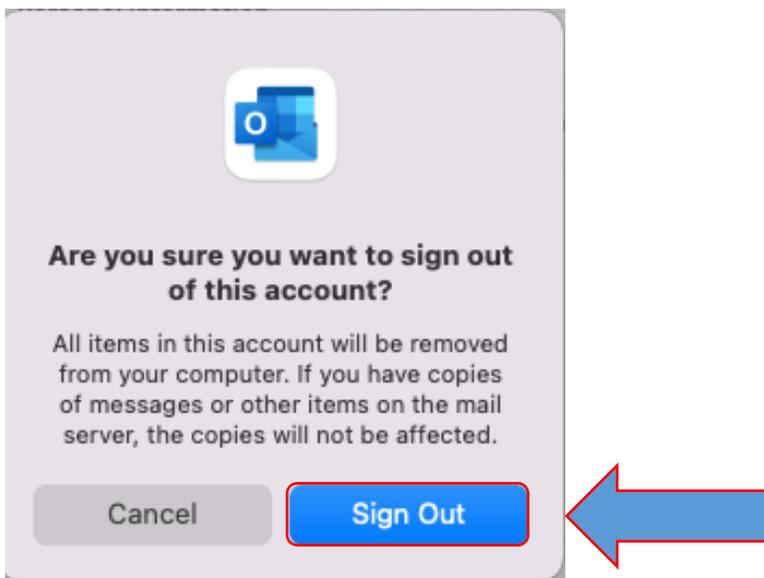
Click on your **<Department Mailbox>**

(**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

The screenshot shows the Windows 'Accounts' settings window. At the top left, there are three window control buttons: a red circle (highlighted with a red square and a blue arrow pointing to it), a yellow circle, and a grey circle. To the right of these buttons is the title 'Accounts'. Below the title bar, on the left, is a 'Default Account' section with a blue background, showing a green dot next to 'testcarmine@uwi...' and 'testcarmine@uwinnipeg.ca'. On the right, the main account details are shown for 'testcarmine@uwinnipeg.ca' (Office 365). The 'Account description' field contains 'testcarmine@uwinnipeg.ca'. Under the 'Personal information' section, the 'Full name' is 'Test Carmine' and the 'E-mail address' is 'testcarmine@uwinnipeg.ca' with 'Microsoft sync technology' listed below it.