How to Delete Your Existing Email Account & Recreate a New Email Account on Your Mac

To Delete Your Existing Email Account(s)

1. Open Outlook and click **Tools** in the menu bar at the top left of the screen, and then **Accounts.**
2. In the Accounts window, select your UHCL email account in the list at the left, and then click the - **subtraction sign icon** in the lower left to remove your account from this application.
3. When asked to confirm that you want to delete the account, click **delete** to continue. Take note of any additional UHCL mailboxes you might have access to and remove them as well using the above steps.

To Recreate a New Email Account(s)

4. In the Outlook **Accounts** window (in case you exited, open Outlook and click **Tools** in the menu bar at the top left of the screen, and then **Accounts**), click the **plus icon** in the lower left, and then click **New Account**.
5. Enter **your UHCL email address** and click **Continue**.
6. A UHCL login page will appear. Enter your *UHCL email password* and click **Sign in**.
7. Click **Done** and close the Accounts window or click **Add Another Account** to add any additional UHCL mailboxes that may have been removed.