

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

To Delete Your Existing Email Account(s)

1. In the search type in Control Panel and press enter
2. Double click Mail
3. To make note of any additional mailboxes you might have access to, click on Email Accounts
 - a. Click Change
 - b. Click More Settings
 - c. Click Advanced Tab
 - d. Make note of the additional mailboxes if any appear under Mailboxes
 - e. Click OK
 - f. Click Next
 - g. Click Finish
 - h. Click Close
4. Click Show Profiles
5. Click Remove
6. Click OK
7. Close Control Panel

To Recreate a New Email Account(s)

8. Click Outlook icon
9. Type in a profile name such as email and press enter
10. A screen will come up and it will have your email address in the box, click connect
11. Click Ok at the screen that states your account is setup
12. If you had any additional mailboxes you noted in Step 3, please complete the below steps to add them back to your outlook
 - a. Click File
 - b. Click Account Settings
 - c. Click Account Settings
 - d. Click Change
 - e. Click More Settings
 - f. Click Advanced
 - g. Click Add
 - h. Type in the name of the mailbox
 - i. Click OK
 - j. Repeat steps G-I for each additional mailbox, once all mailboxes have been added, click OK
 - k. Click Next
 - l. Click Finish
 - m. Click Close