



## ***UCHC IT DEPARTMENT***


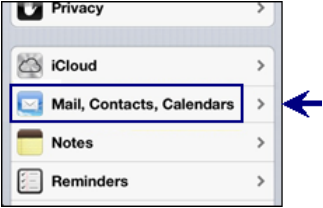


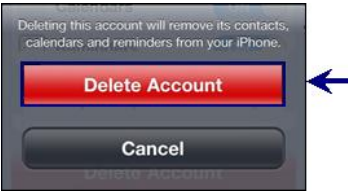
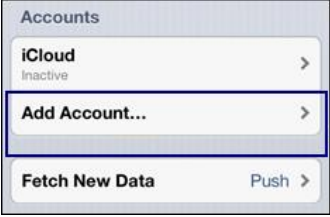

# ***BYOD - Removing an Outlook Exchange Account from an iOS Device Prior to Conducting a BYOD Registration***

---

**A Procedural Guide enabling UCHC users to remove an Outlook Exchange account from an iOS device**

***Version 1.0***

*Please contact the Help desk at ext. 4400 to have any BYOD procedural questions directed appropriately.*






ACTION	RESULT/COMMENT
1. From the iPhone's <b>Home</b> screen, select <b>Settings</b> .	
2. Scroll up and select <b>Mail, Contacts, Calendars</b> .	
3. Select <b>Exchange</b> (or similar) to display the <b>Configuration</b> screen.	
4. Scroll down and choose <b>Delete Account</b> .	
5. Choose <b>Delete Account</b> again to confirm.	
6. Your <b>Exchange</b> account has been successfully removed as evidenced by the fact that it is <b>NOT</b> listed within the <b>Accounts</b> section.	
7. Press your device's unlabeled <b>Home</b> button located at the bottom-center of the phone case to complete the process.	

**Congratulations! You have successfully removed your Outlook Exchange account!**



# BYOD - Removing an Outlook Exchange Account from an iOS Device Prior to Conducting a BYOD Registration

## Quick Start Guide

1. From the iPhone's **Home** screen, select *Settings* .
2. Scroll up and select *Mail, Contacts, Calendars*  **Mail, Contacts, Calendars** to continue.
3. Select *Exchange*  (or similar) to display the **Configuration** screen.
4. Scroll down and choose *Delete Account*  to initiate the account removal.
5. Choose *Delete Account*  again to confirm.
6. To confirm account removal, access and display the **Accounts** section; the removal was successful if the entry is NOT listed under the **Accounts** section.



7. Press the unlabeled **Home** button located at the bottom-center of the phone case to complete the process.



***You have successfully removed your Outlook Exchange account!***

*If you encounter any issues while removing your Outlook Exchange account, please contact the UCHC IT Help Desk at extension 4400 to have your question routed correctly.*



University of Connecticut  
Health Center