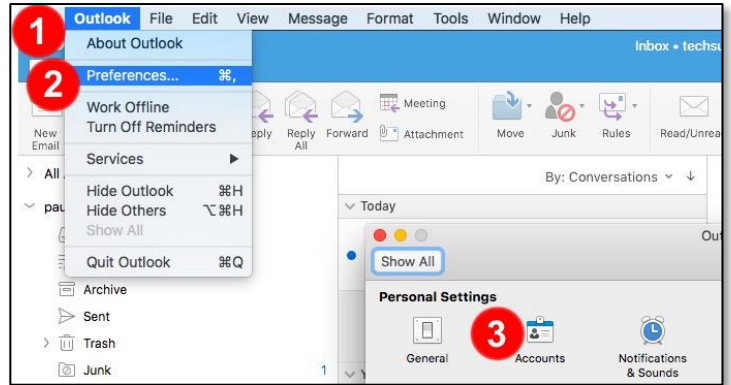


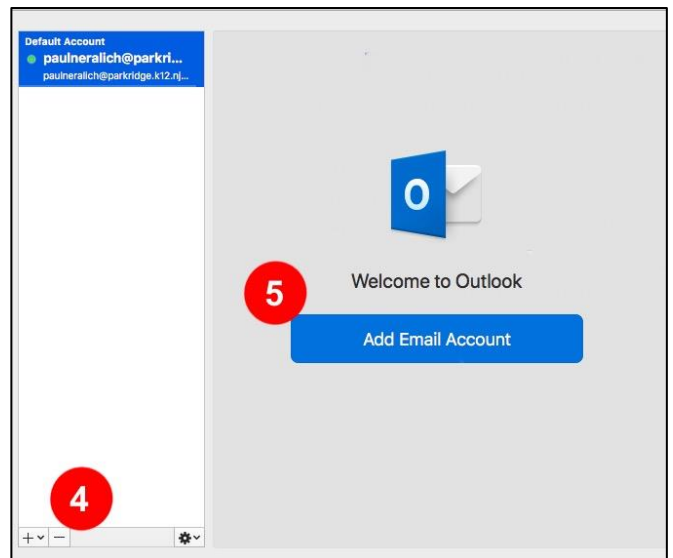
# Delete/Re-add Your Email Account in Outlook on a Mac

1. Open Outlook
2. From the Outlook menu choose *Preferences...*
3. Click the *Accounts* icon

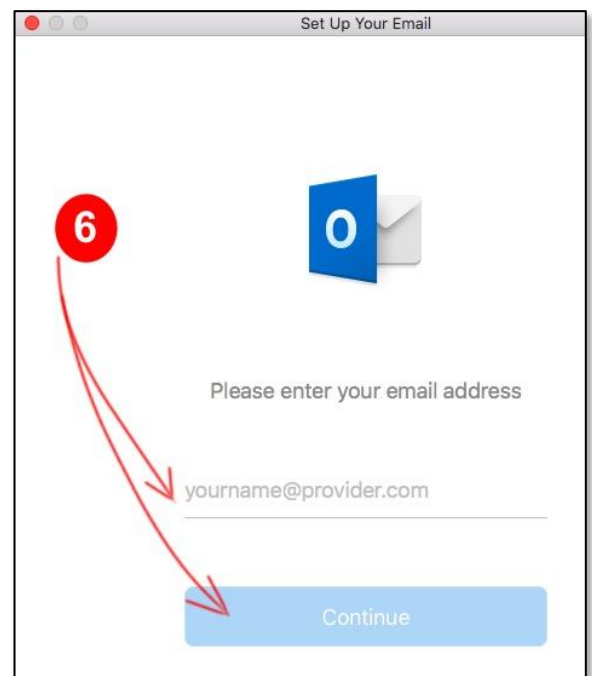


4. Delete your email account by clicking the *minus sign (-)* at the bottom-left of the screen, and click the *Delete* button when prompted to confirm
- Quit and reopen Outlook.

5. Re-add your email account by clicking the *Add Email Account* button

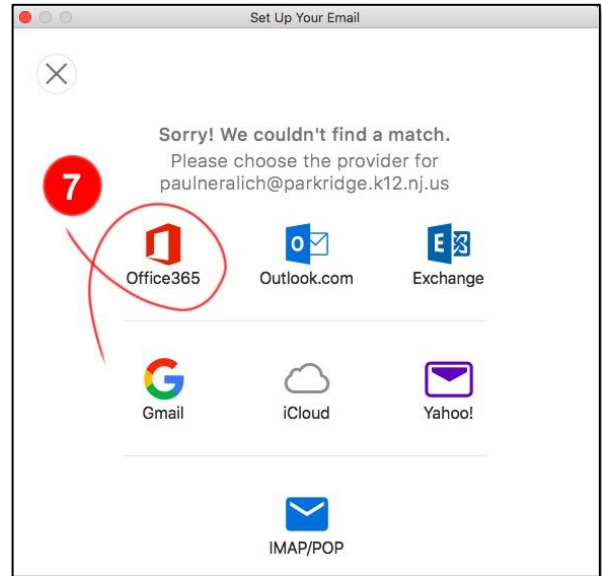


6. Enter your full email address, and click the *Continue* button



## Delete/Re-add Your Email Account in Outlook on a Mac

7. If you are prompted for a provider, choose *Office365*



8. Enter the password for your email account, and click the *Sign in* button



9. Click the *Done* button

