



# HOW TO REMOVE EMAIL ACCOUNTS FROM ANDROID

## ABSTRACT

This guide shows users how to remove the email accounts from Android. All Information and wording within this document conform to Plagiarism Policy.

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## How to Remove Email Accounts from Android.

The following guide shows how to remove email accounts from an android phone, if you have the old SJOG email it would be best to remove it before installing Intune Company Portal.

### Step 1: Phone screen

1. On your phone screen use your finger and swipe up to open all the app's.

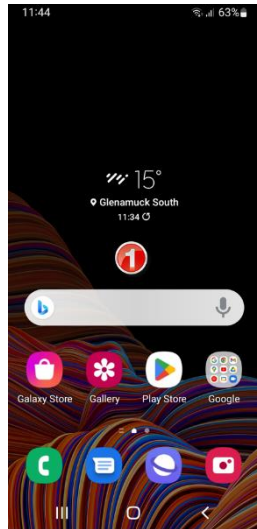


Figure 1: Phone Screen

2. All your apps should appear as shown below.

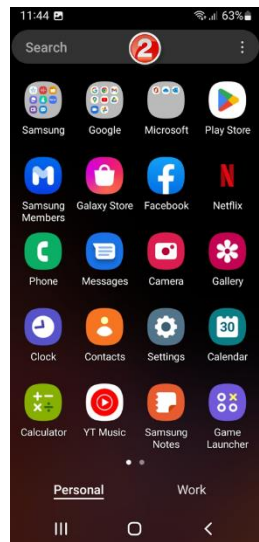


Figure 2: Apps on phone

3. Click on Settings.

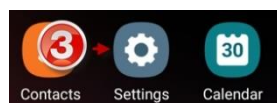


Figure 3: Settings



## Step 2: Removing Email Account

4. Click Manage Accounts.

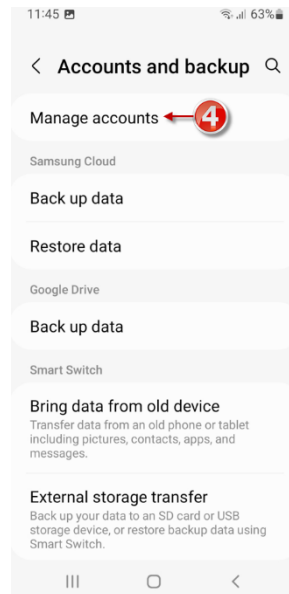


Figure 4: Manage Accounts

5. Click on the Email Address you wish to remove.

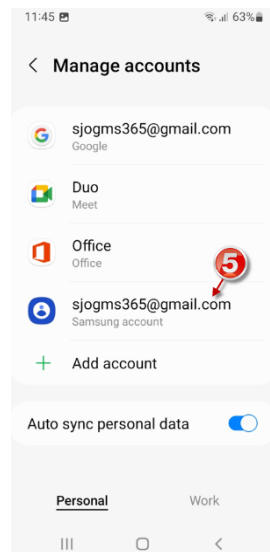


Figure 5: Email List



**Please Note:** Make sure you select the correct email account you want to delete.



6. Click Remove Account.

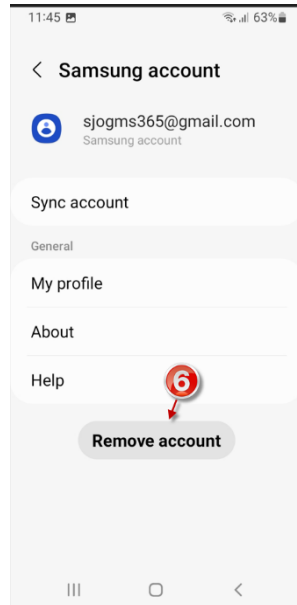


Figure 6: Remove Account

7. This will take a few seconds to remove the account.
8. Once completed you can return to the home screen.



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