



# HOW TO REMOVE EMAIL ACCOUNTS FROM AN ANDROID PHONE

ABSTRACT

Date: 22<sup>nd</sup> December 2022



## Table of Contents

How to Remove Email Accounts from Android. ....	2
Step 1: Phone screen .....	2
Step 2: Removing Email Account .....	3
Table of Figures.....	5



## 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.

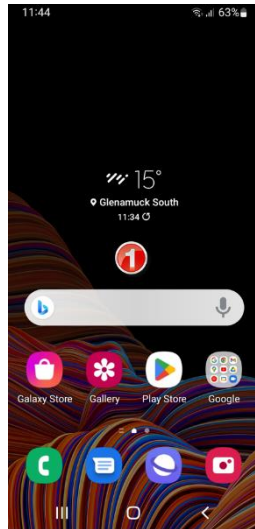


Figure 1: Phone Screen

2. All your apps should appear as shown below.

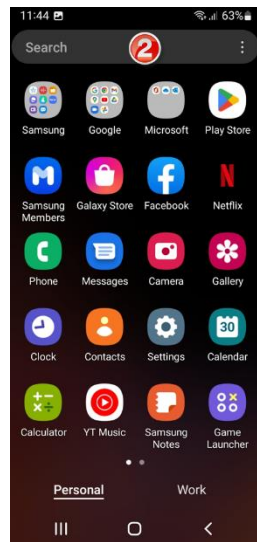


Figure 2: Apps on phone

3. Click on Settings, you might need to scroll right or left to the screen with Settings.

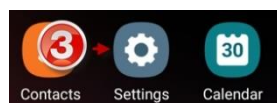


Figure 3: Settings



## Step 2: Removing Email Account

4. Scroll to **Accounts and backup** and Click **Manage Accounts**.

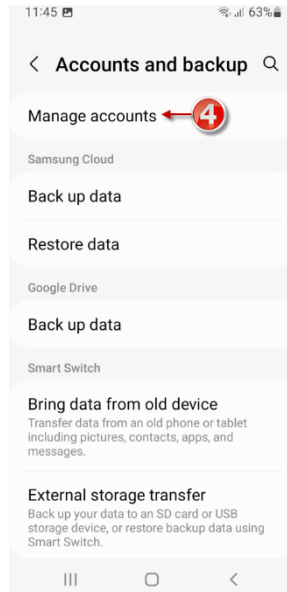


Figure 4: Manage Accounts

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

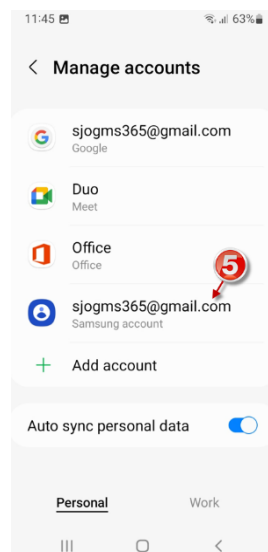


Figure 5: Email List



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



6. Click Remove Account.

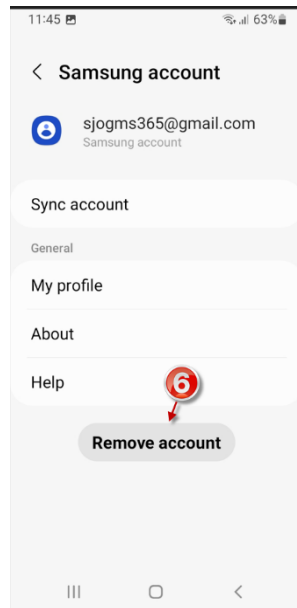


Figure 6: Remove Account

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



## Table of Figures

Figure 1: Phone Screen .....	2
Figure 2: Apps on phone .....	2
Figure 3: Settings.....	2
Figure 4: Manage Accounts.....	3
Figure 5: Email List .....	3
Figure 6: Remove Account .....	4