



How to remove Email Accounts from an iPhone

ABSTRACT

This guide shows users how to remove an email account from iPhone.

Date: 14th March 2023



Table of Contents

How to add Outlook Calendar to iPhone	Error! Bookmark not defined.
Step 1: Removing old email account.....	2
Table of Figures.....	6



How to Remove Email Accounts from iPhone

When it comes to installing Intune company portal onto an iPhone, one of the most important things is to make sure your old exchange email account is removed, this can be done before or after the installation of Intune company portal.

Step 1: Phone screen

1. On your phone screen click the settings icon.

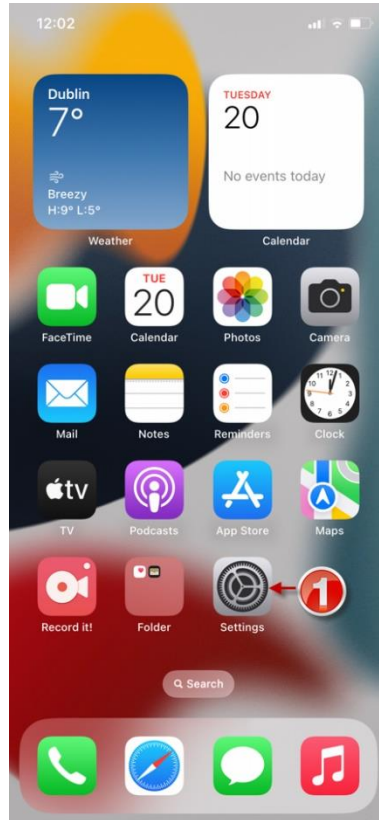


Figure 1: iPhone Screen



2. Scroll down and click on the Mail icon.



Figure 2: Mail Icon



Step 2: Removing Email Account

3. Click on Accounts.

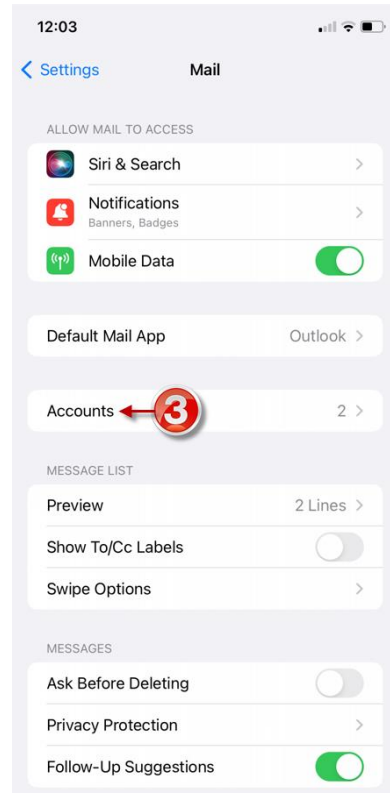


Figure 3: Accounts Icon



Please Note: The test iPhone does not have exchange install, for this example Gmail account will be removed.

4. Click on Exchange (Gmail in this example).



Figure 4: Email Icon



5. Click Delete Account.

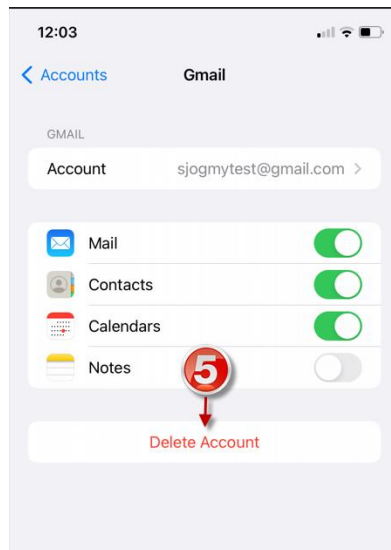


Figure 5: Delete Account

6. Click Delete from My iPhone.

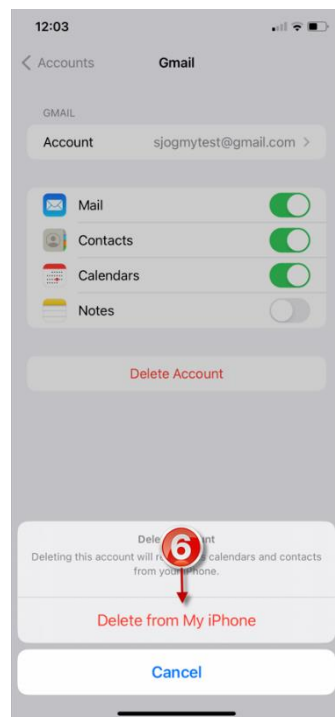


Figure 6: Delete from iPhone.



Please Note: Once you delete Exchange from your iPhone you can proceed to install Intune Company Portal. If you have already done so return to Intune app and install MS Outlook. Once completed your Calendar and Contacts from Outlook will be synced with your phone.



Table of Figures

Figure 1: iPhone Screen	2
Figure 2: Mail Icon.....	3
Figure 3: Accounts Icon.....	4
Figure 4: Email Icon.....	4
Figure 5: Delete Account.....	5
Figure 6: Delete from iPhone.....	5