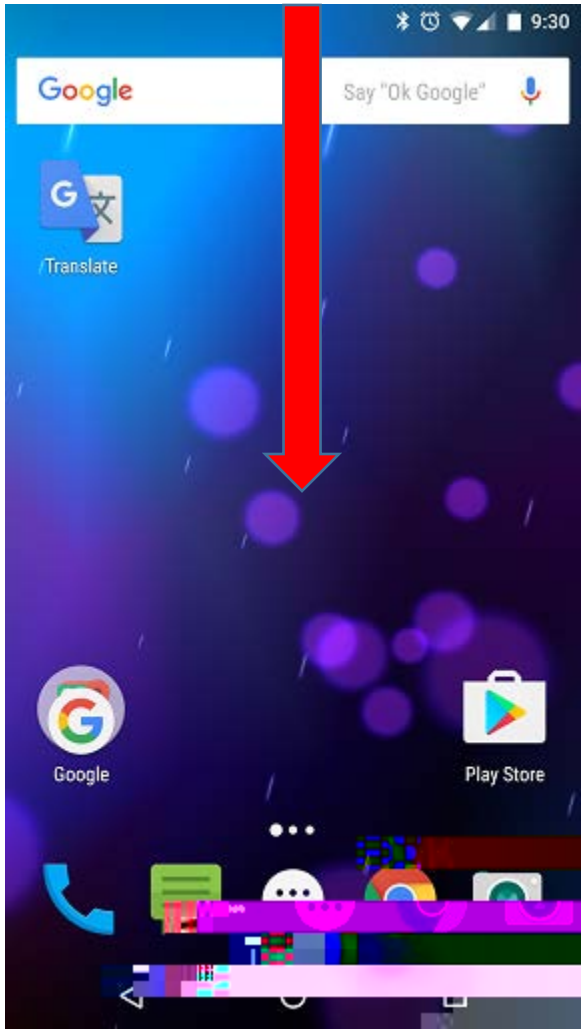
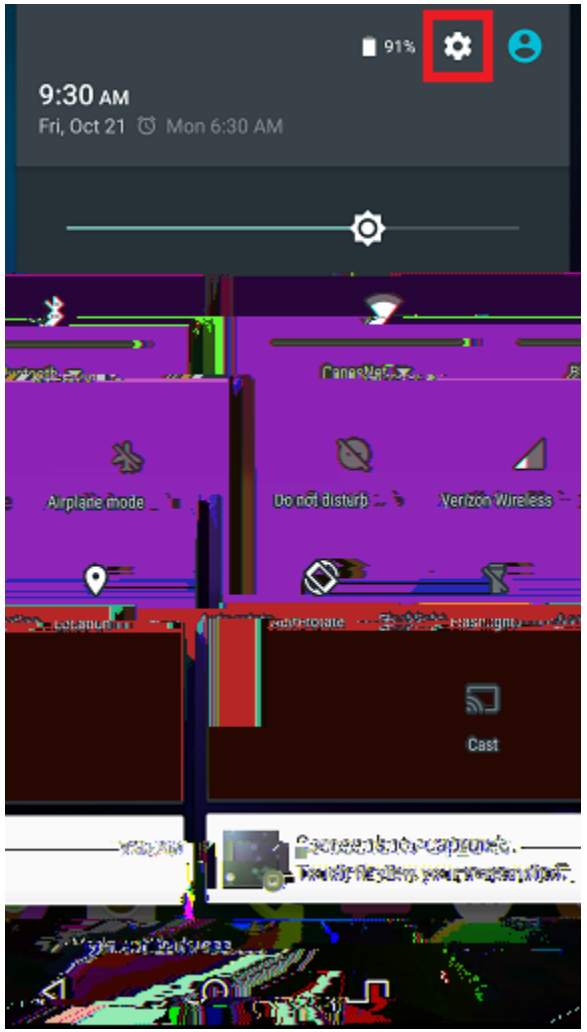
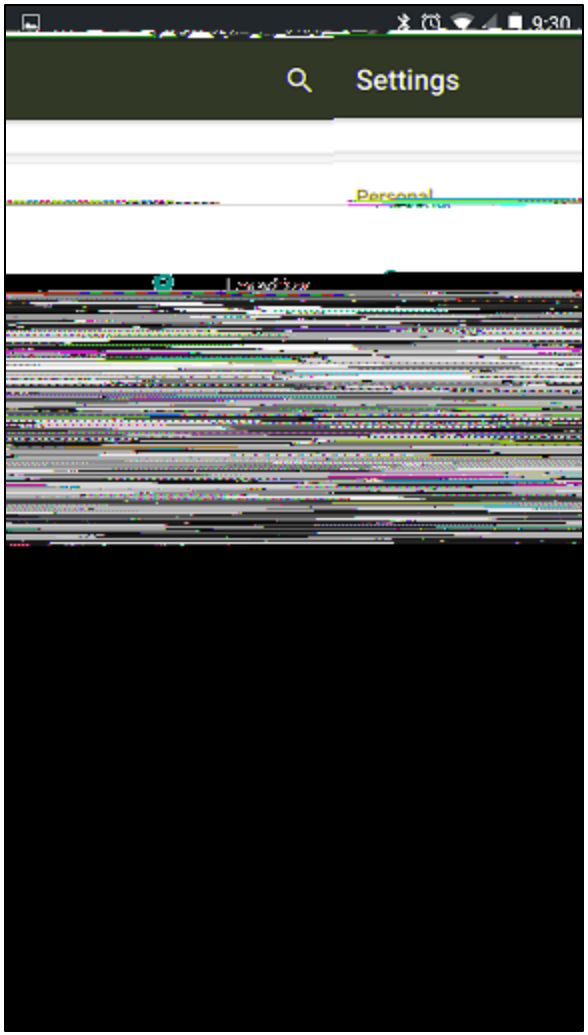
1. Start by **swiping down** from the top of your screen.



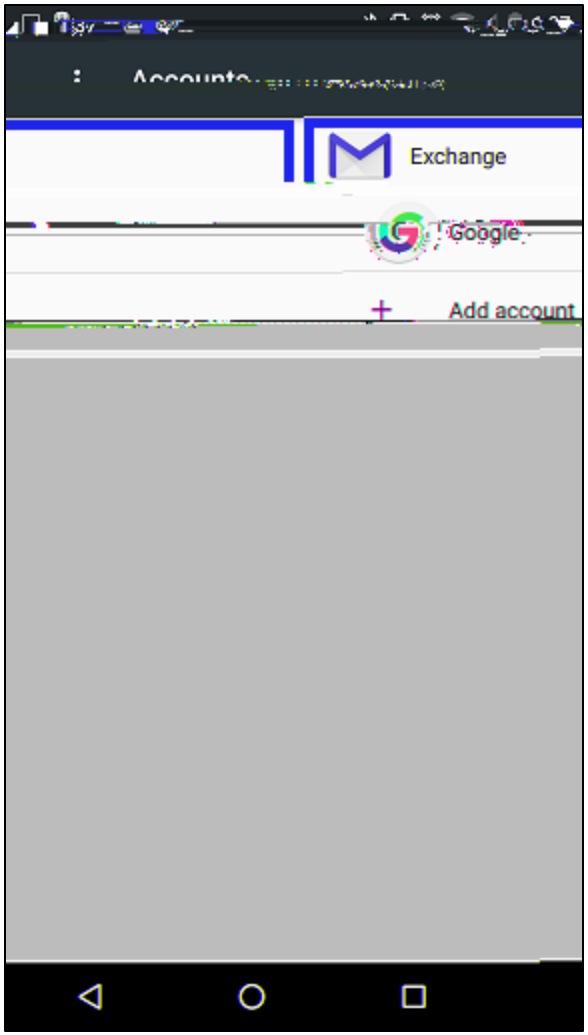
2. Tap the gear to navigate to **Settings**.



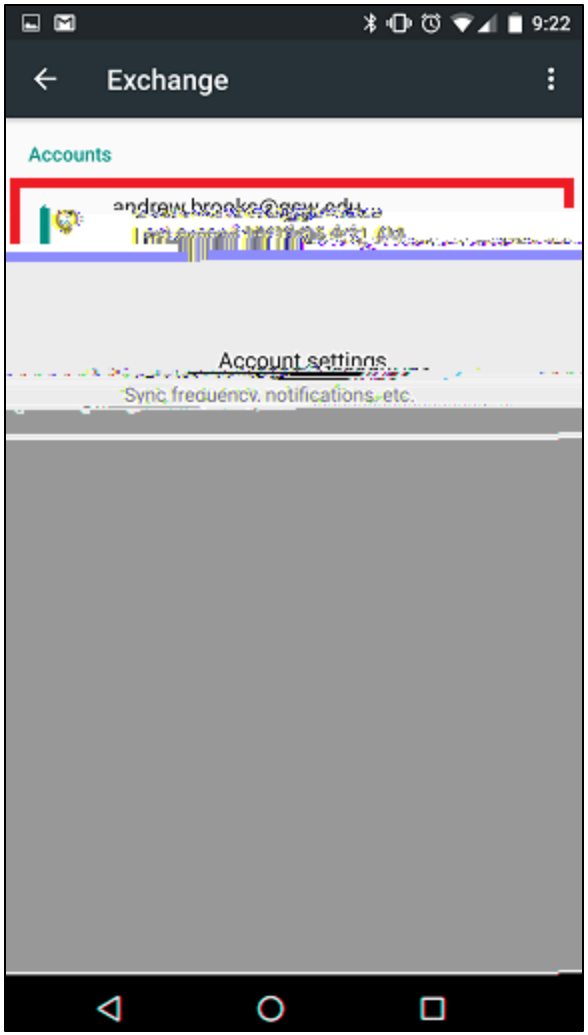
3. Scroll down and select **Accounts**.



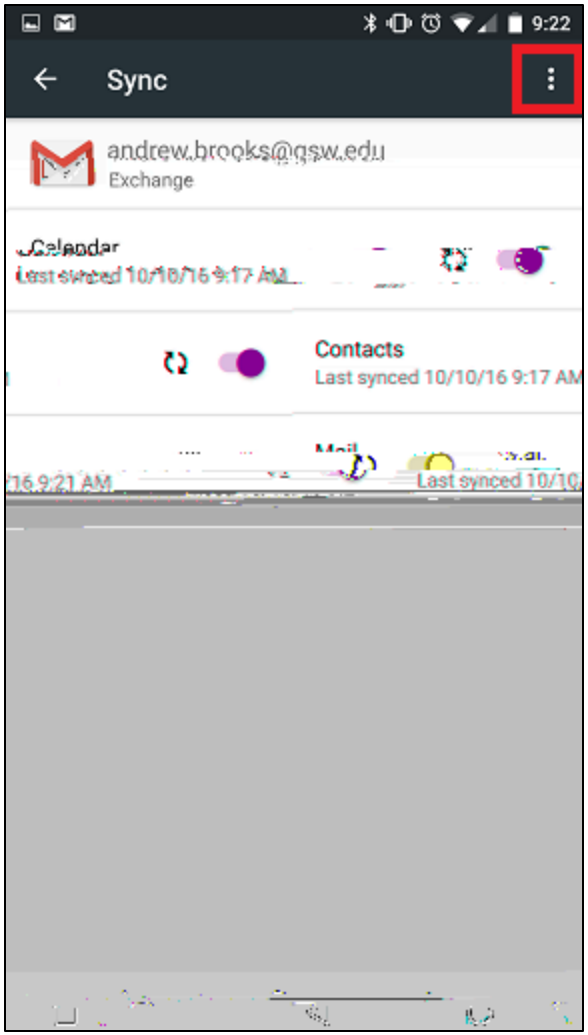
4. Select **Exchange** (depending on your email app this can also be called “Corporate”).



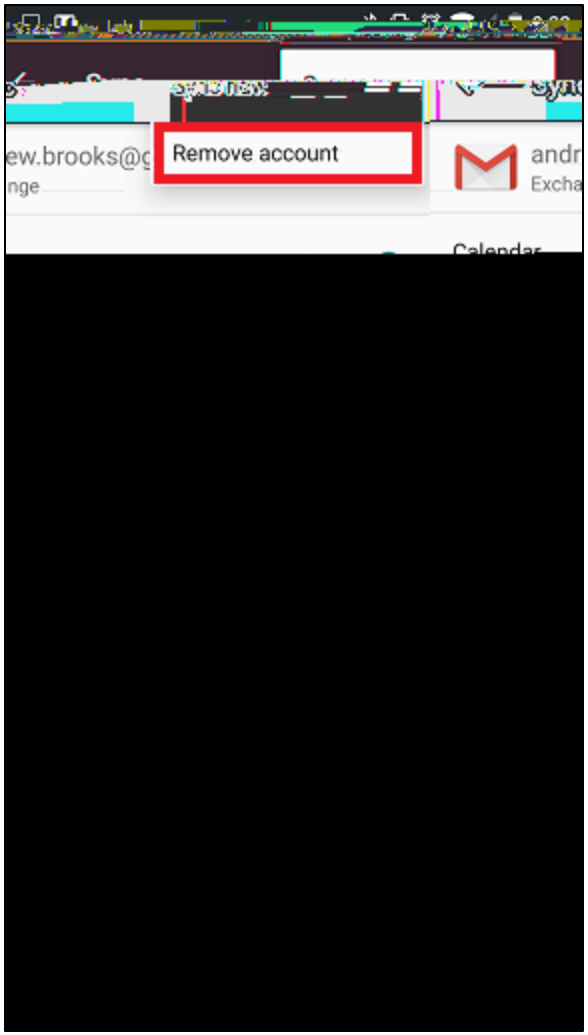
5. Select the **email address** you're trying to remove.



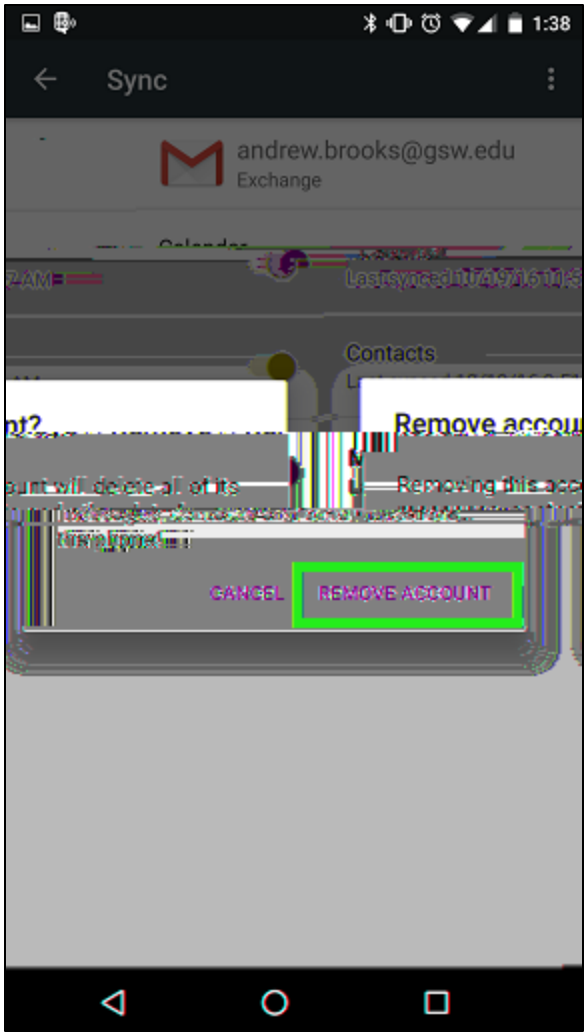
6. Tap the **menu button.**



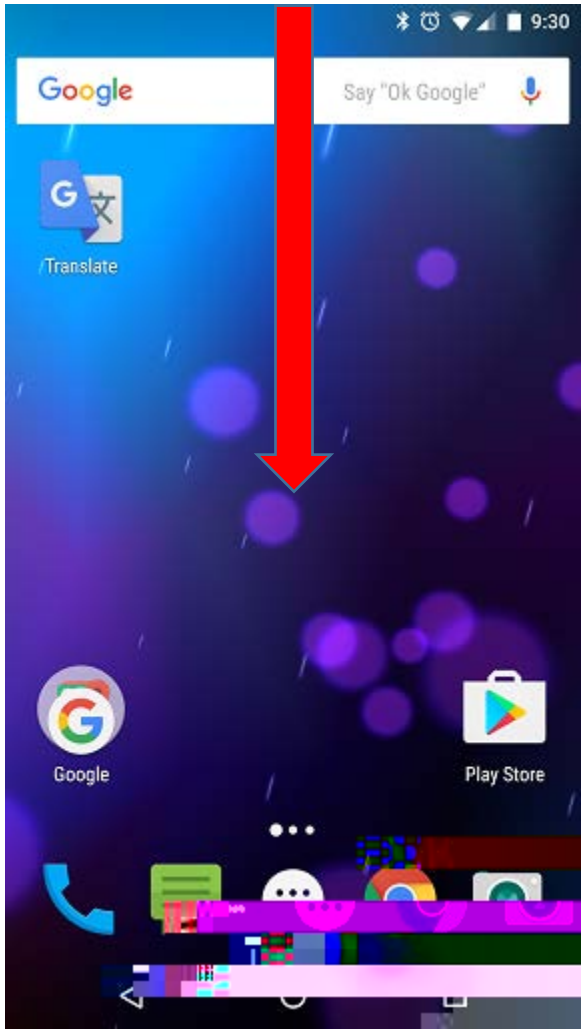
7. Select **Remove account.**



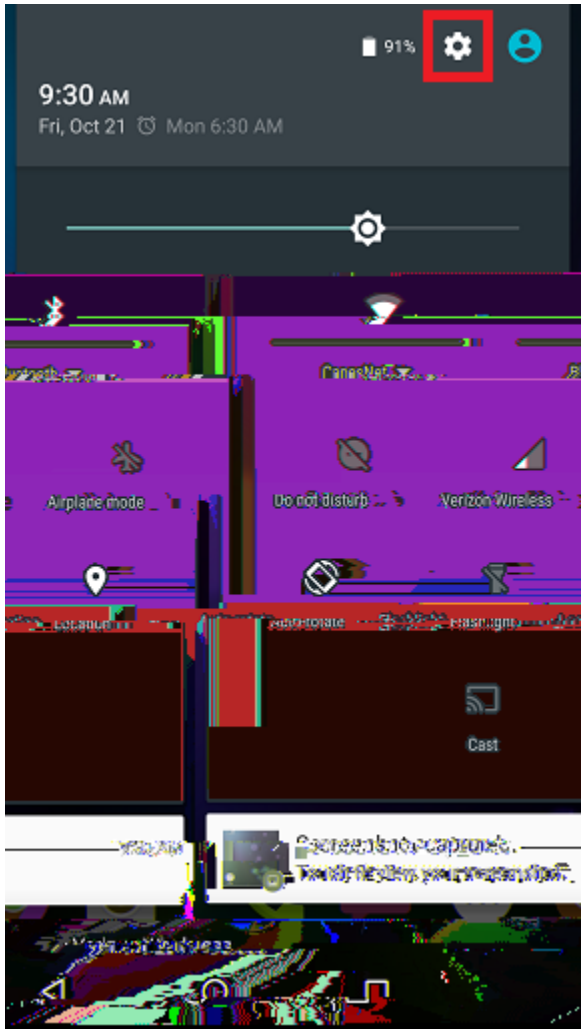
8. Confirm by selecting **Remove account.**



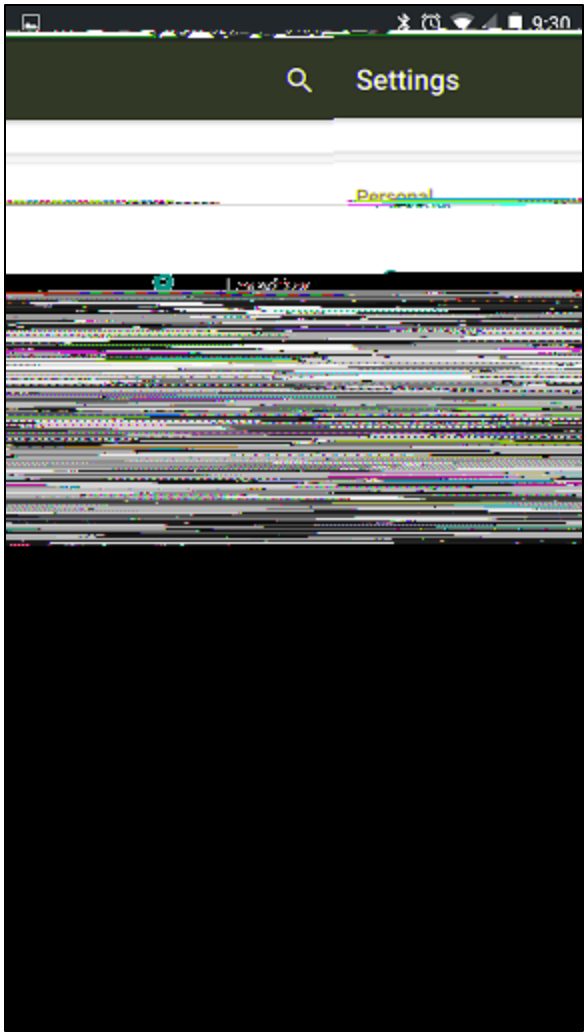
1. Start by **swiping down** from the top of your screen.



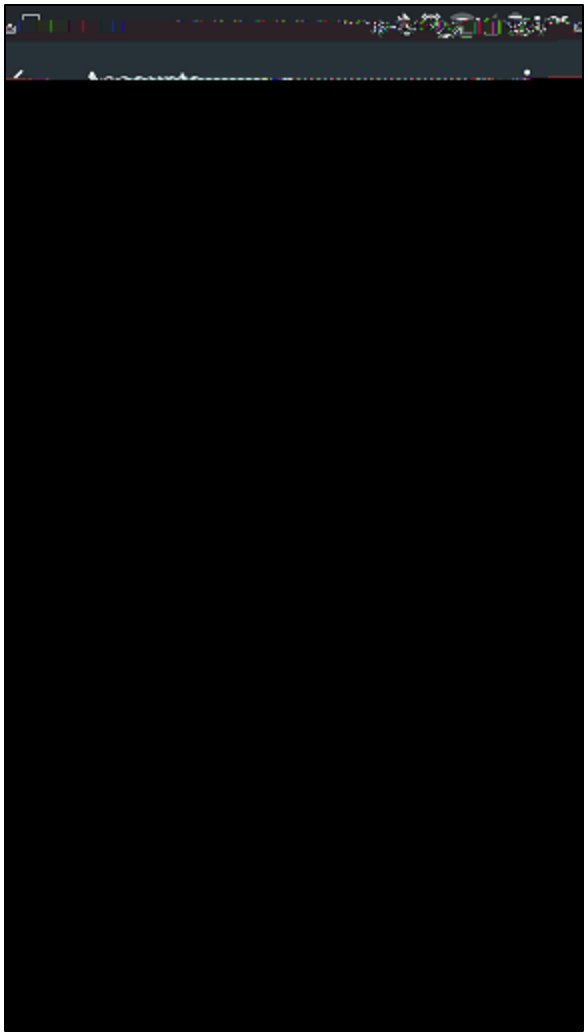
2. Tap the gear to navigate to **Settings**.



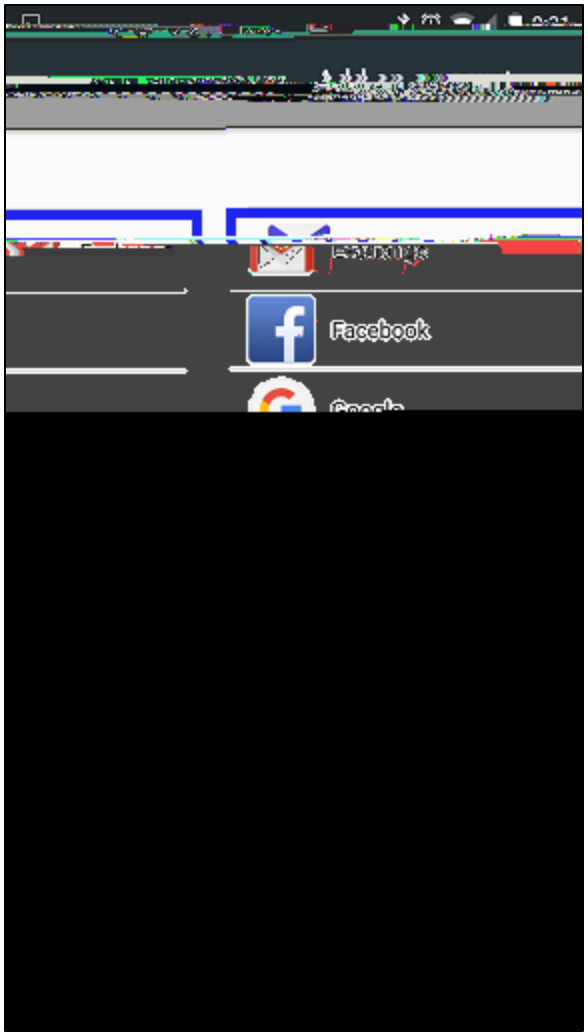
3. Scroll down and select **Accounts**.



4. Select **Add account**.



5. Select **Exchange** (depending on your email app this can also be called “Corporate”).

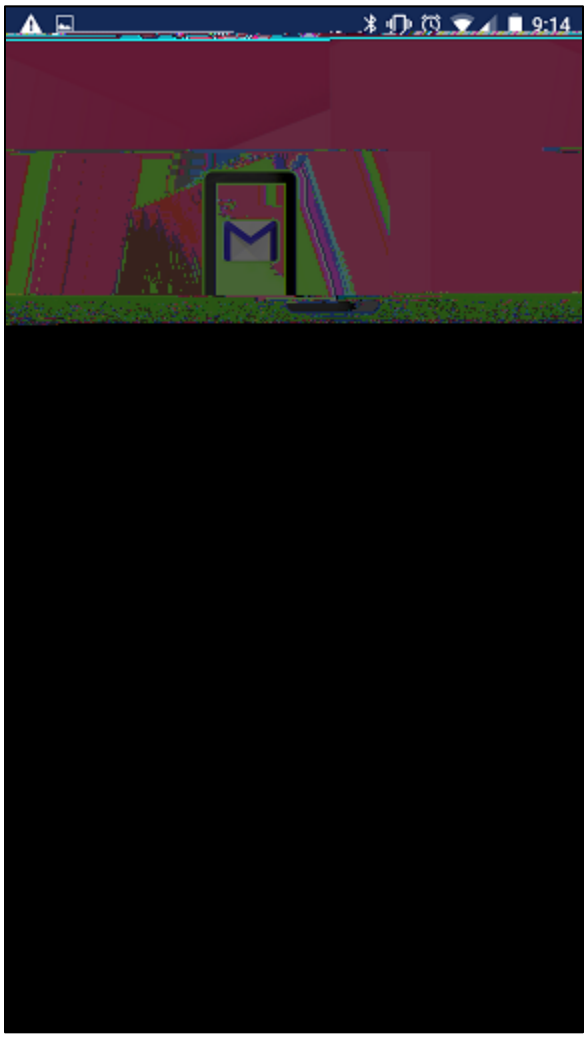


6. Enter your **full email address** and select next.

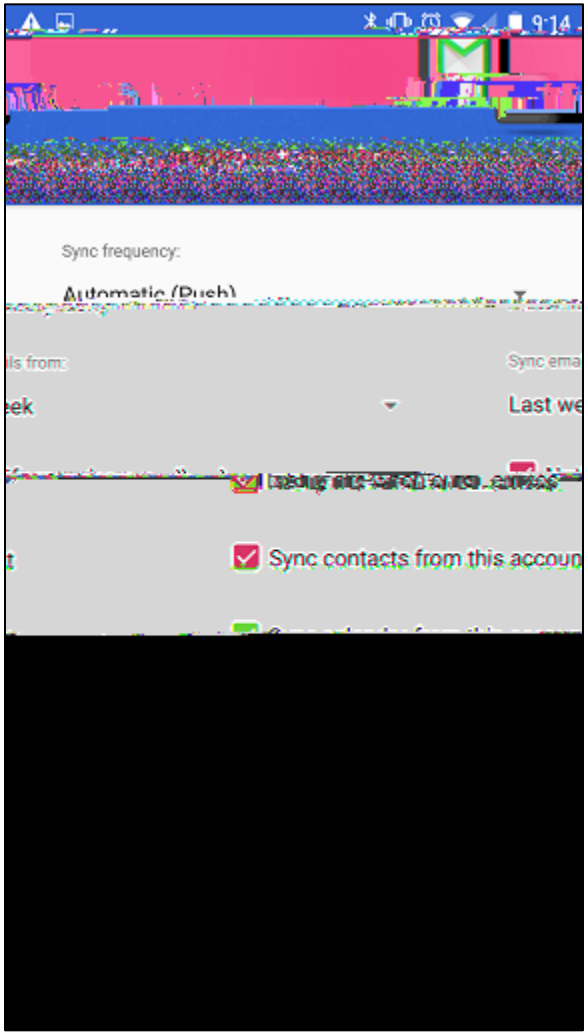
7. Enter your password and select next.

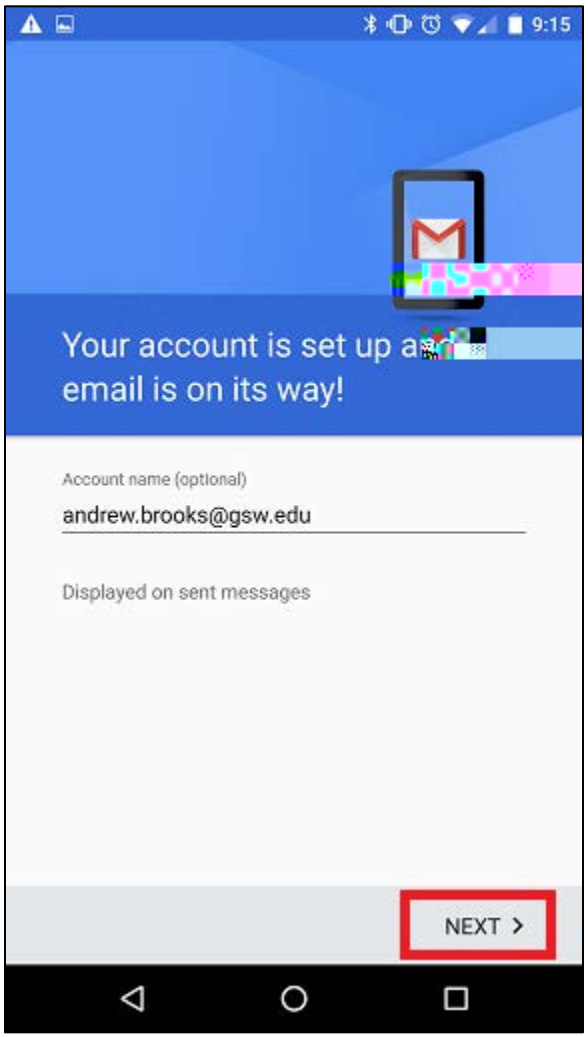
8. Your **Server**

9. Select **OK** at the confirmation window.



10. Select your desired sync options then select next.



11. Select **ACTIVATE** at the confirmation window.

12. Name your account (ex. “Work Email”) and select next to complete.