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").



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

6. Tap the menu button.



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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.

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

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

