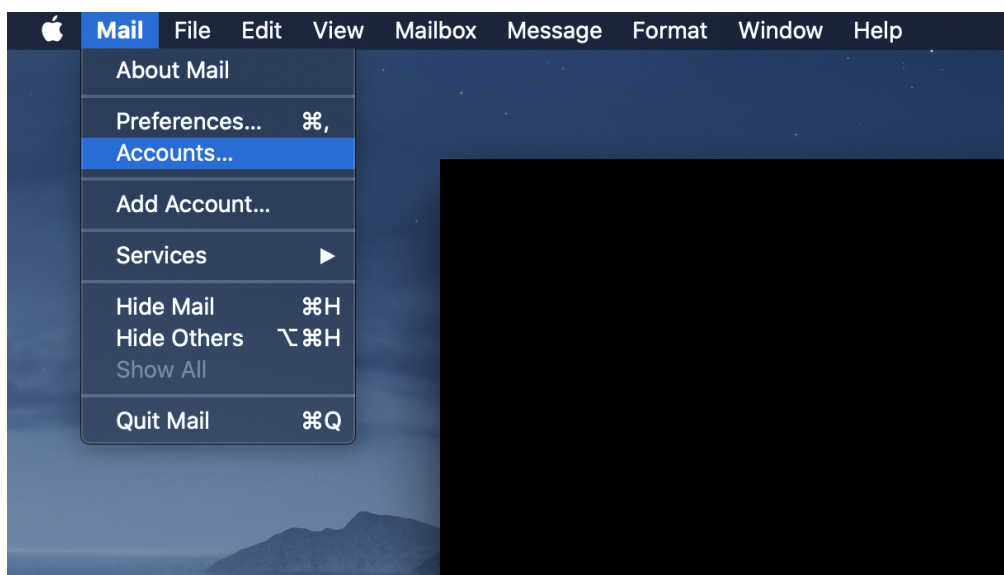


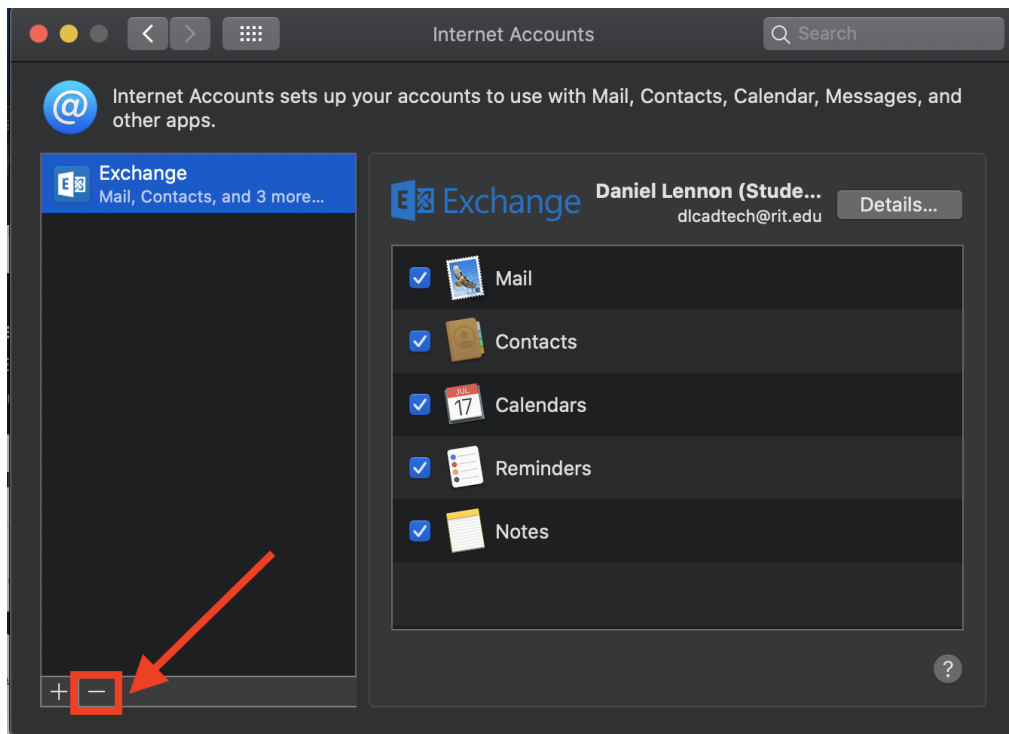
Deleting and Re-adding Email Account for Apple Mail

CAD Tech Student Managers - 2025-06-07 - How-to Articles

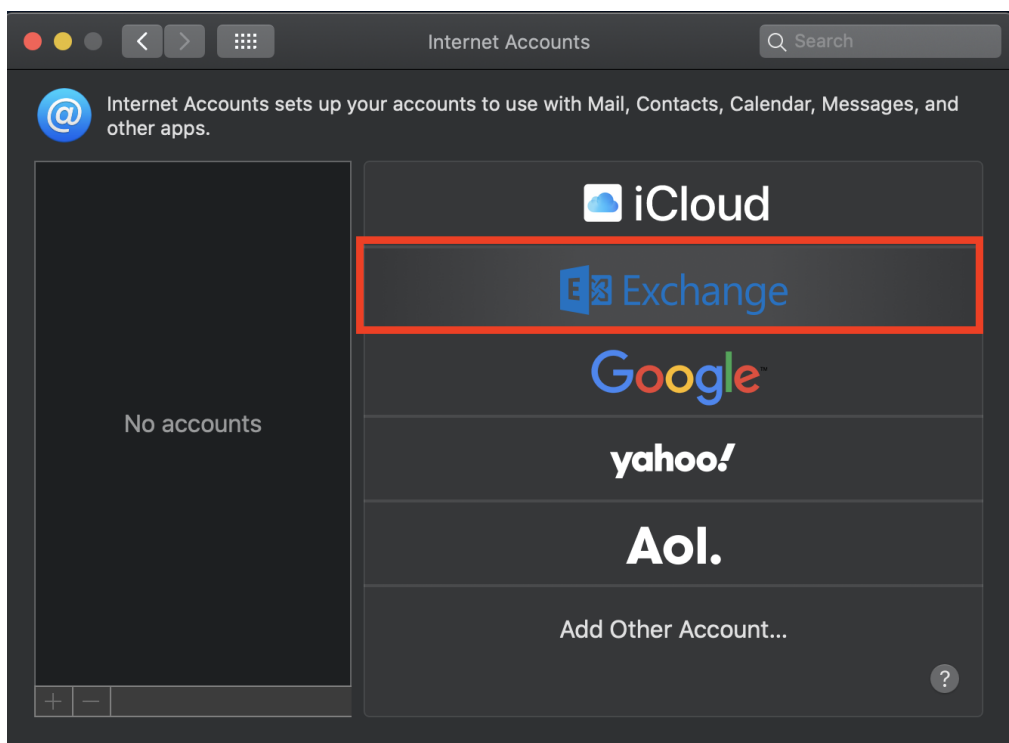
1. Open Apple Mail and navigate to **Mail (Top left of the screen next to Apple Logo) → Accounts** and this will display your mail accounts.



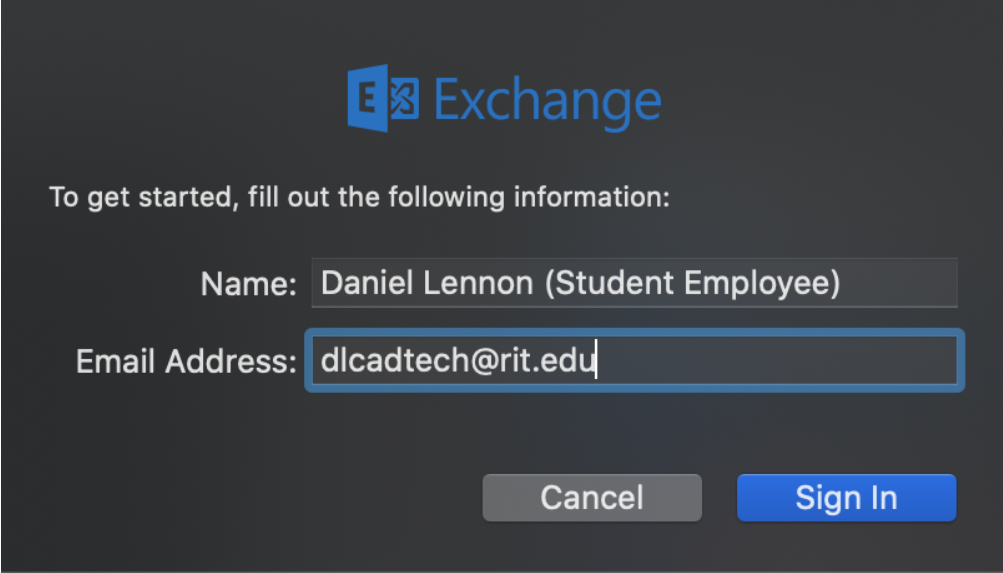
2. Delete the account you no longer want by **highlighting it and click the "-" button**, here is an image of the button and screen you should be looking at:



3. Click **Okay** when it asks if you are sure you want to delete.
4. Now we are going to add a new account by clicking on **Exchange**. Here is an image:



5. Now it will ask for your email address, fill in the necessary fields and click **Sign In**.

A dark-themed dialog box for Microsoft Exchange. At the top center is the Exchange logo, which consists of a blue square with a white 'E' and a smaller blue square with a white 'X' inside it, followed by the word 'Exchange' in a blue sans-serif font. Below the logo, the text 'To get started, fill out the following information:' is displayed in a white sans-serif font. There are two input fields: the first is labeled 'Name:' and contains the text 'Daniel Lennon (Student Employee)'; the second is labeled 'Email Address:' and contains the text 'dlcadtech@rit.edu'. At the bottom right of the dialog box are two buttons: a gray 'Cancel' button and a blue 'Sign In' button with white text.

Exchange

To get started, fill out the following information:

Name: Daniel Lennon (Student Employee)

Email Address: dlcadtech@rit.edu

Cancel Sign In

6. Then it will ask for some configuration preferences just go through prompts until it asks for your password and then **Sign In**.
7. When you open up your mail your account should be added now.