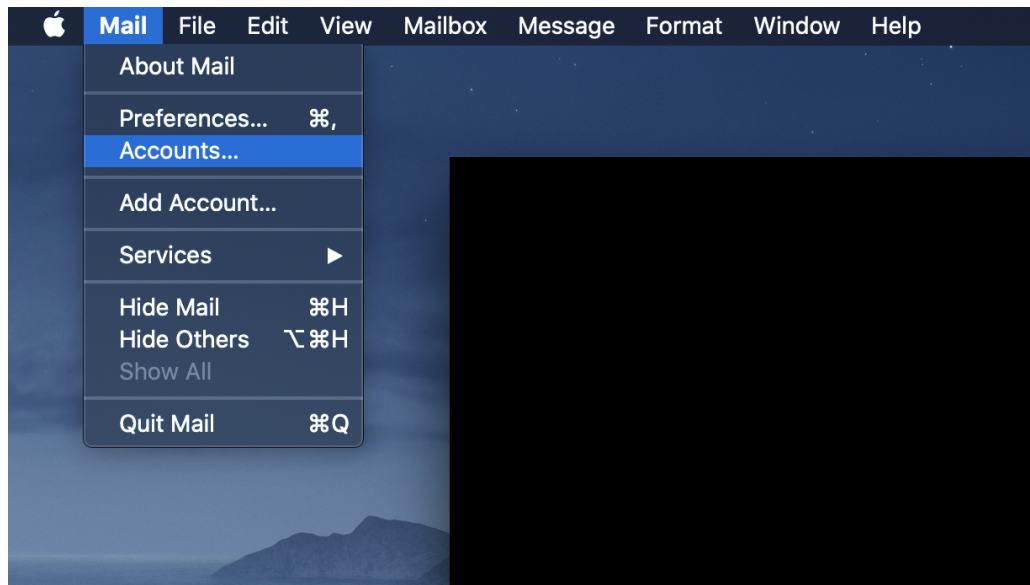


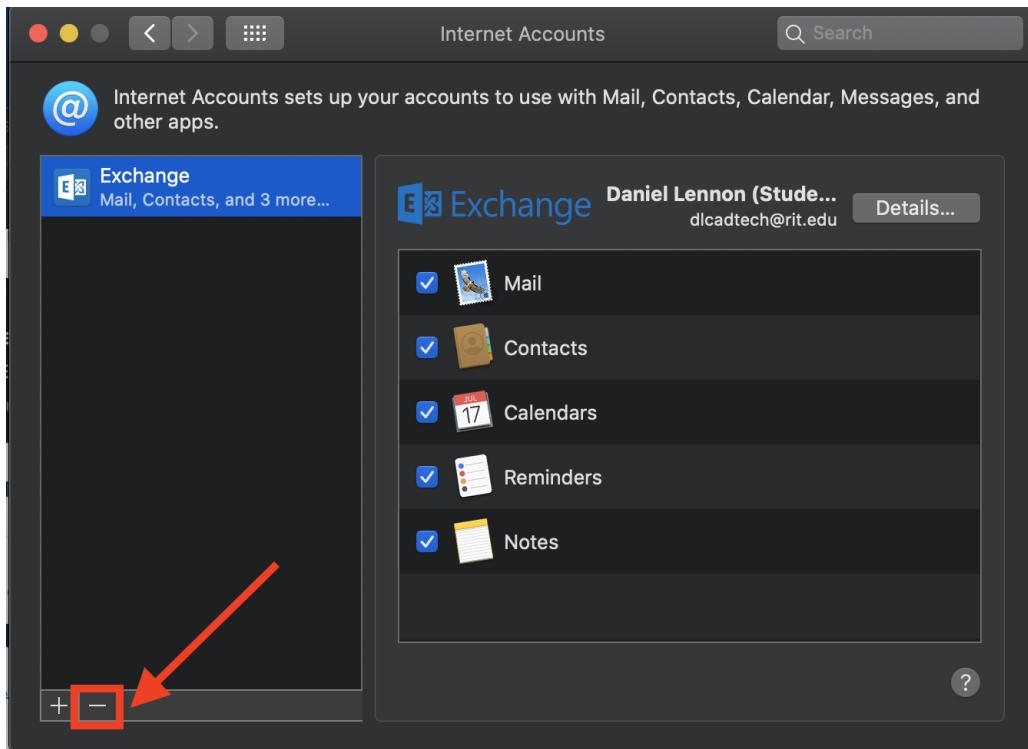
# Deleting and Re-adding Email Account for Apple Mail

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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.

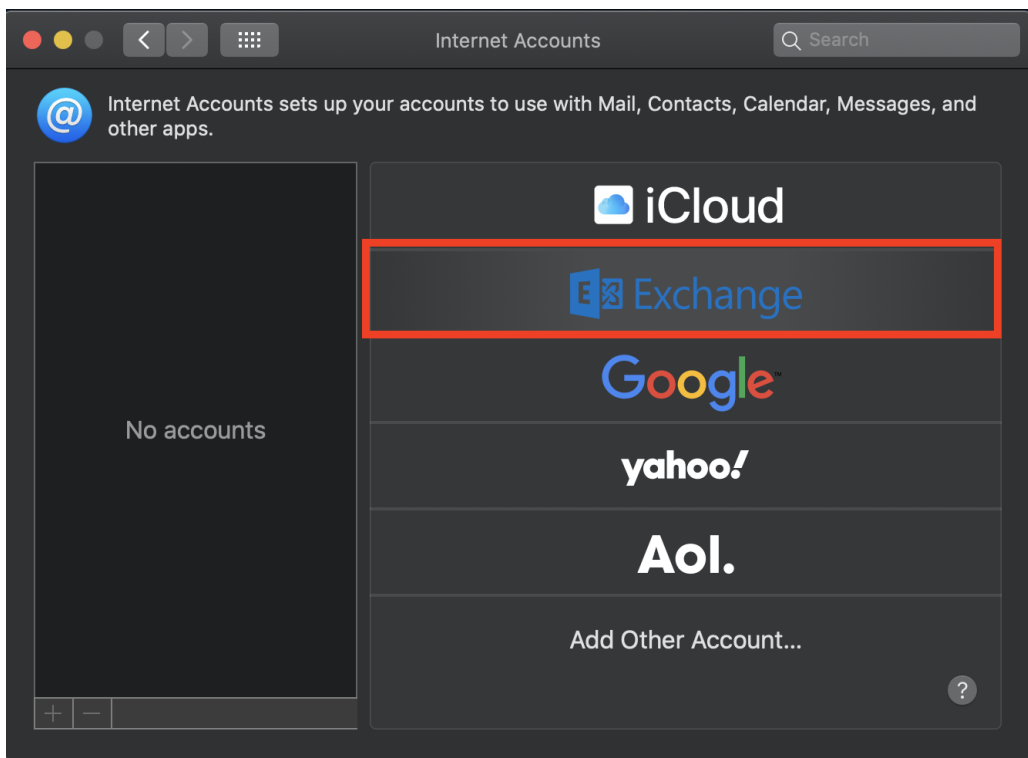


2. Delete the account you no longer want by **highlighting it and click the "-" button**, here is an image of the button and screen you should be looking at:



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**.



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.