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Deleting and Re-adding Email Account for Apple Mail CAD Tech Student Managers - 2025-08-10 - How-to Articles

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



 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:

	Internet Accounts	Q Search
other apps.	our accounts to use with Mail, Cont	acts, Calendar, Messages, and
Exchange Mail, Contacts, and 3 more	Exchange Daniel Le	nnon (Stude dlcadtech@rit.edu Details
	Mail	
	Contacts	
	Calendars	
	V Notes	
+		

- 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:

	Internet Accounts	Q Search
other apps.	our accounts to use with Mail, Conta	cts, Calendar, Messages, and
No accounts	🖻 iCl	oud
	<mark>।</mark> 🛙 Exch	nange
	Goo	gle
	yaho	0.
	Αο	l.
	Add Other A	.ccount
		?

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

	E Schange			
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.