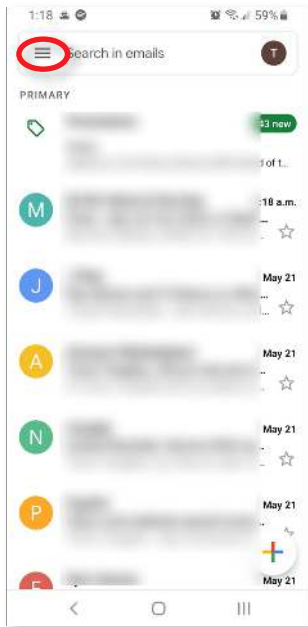


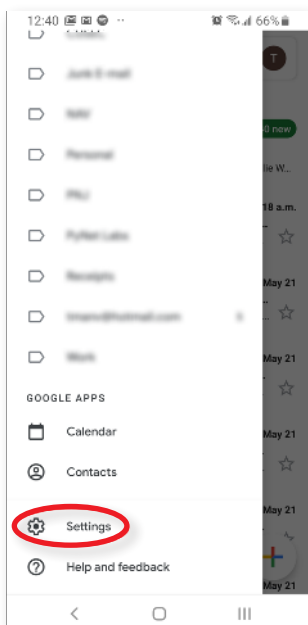
REMOVING WORK EMAIL FROM NATIVE ANDROID APP GMAIL

Follow these instructions to remove your work email from the default/native email application Gmail.

1. To remove your existing work email account from the Android Gmail App, open the app and tap the 3 bar menu in the top left:

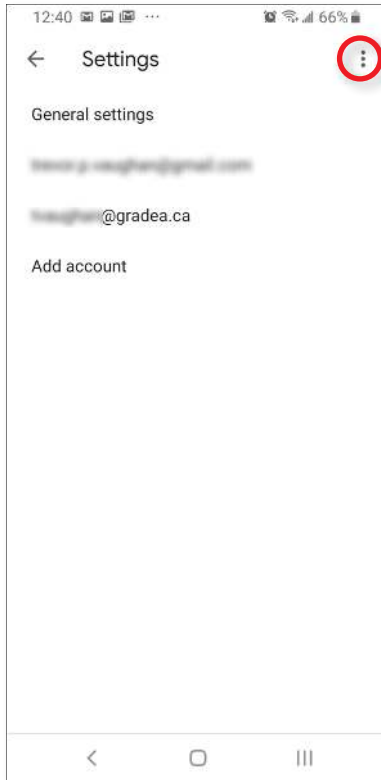


2. Scroll down to the bottom of this view and tap the settings icon:

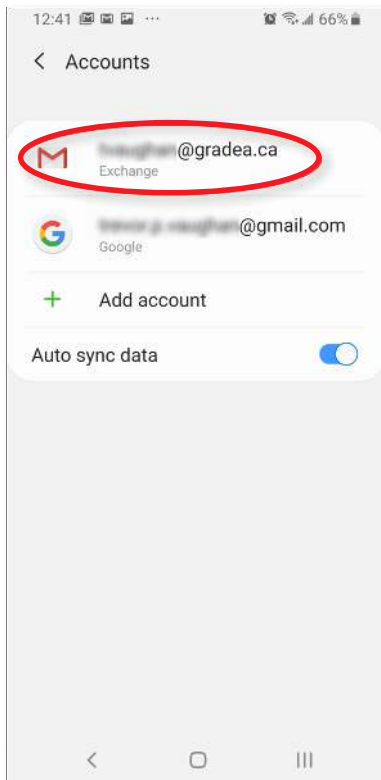




3. Tap the 3 dots on the top right, and then tap **Manage Accounts**.

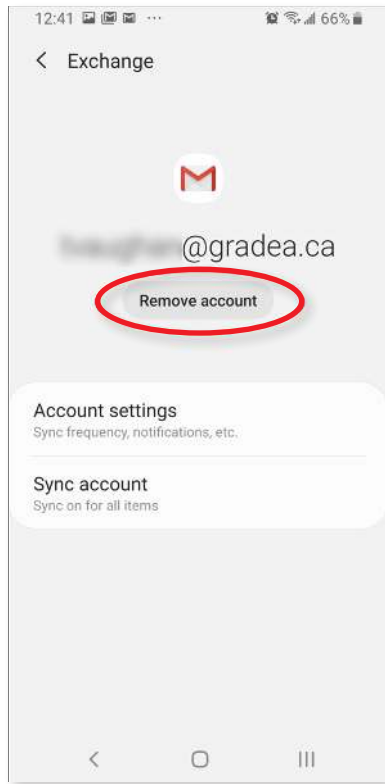


4. Tap on your work email account:





5. Tap on **Remove Account**.



Once the account is removed, you can follow the other instructional document to install the Outlook app and add your work account there instead.

Having Trouble?

You can also email servicedesk@gradea.ca or call us at 613-721-3331 or 1-866-5-GRADEA.