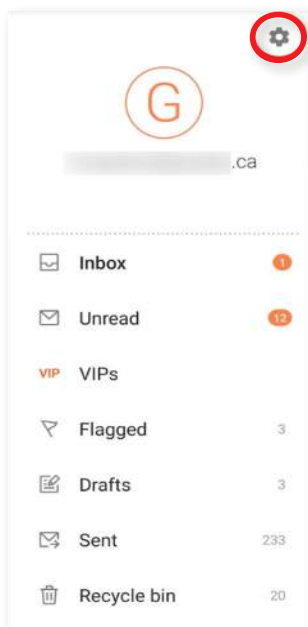Follow these instructions to remove your work email from the default/native Samsung email application, Samsung Mail.

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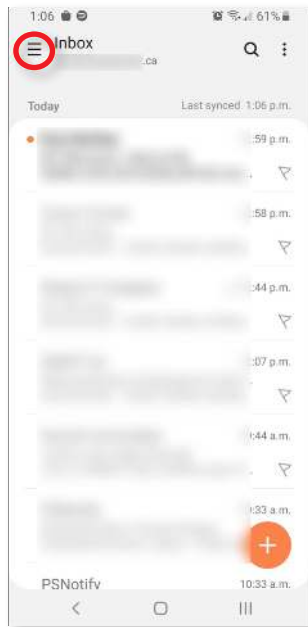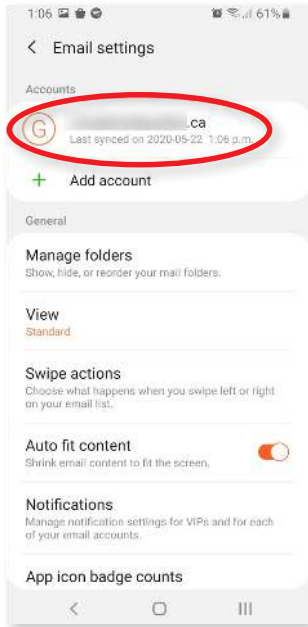

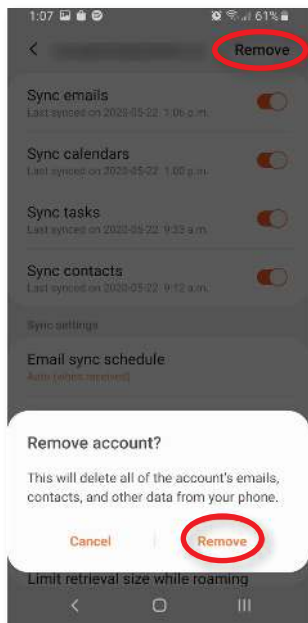2. Tap the gear icon in the top right of this new menu

3. Tap on your work email account, it may be named Exchange, your company name, or just your email address:

4. On the next screen tap **Remove** on the top right, and then accept the confirmation by tapping **Remove** again.

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

Having Trouble?

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