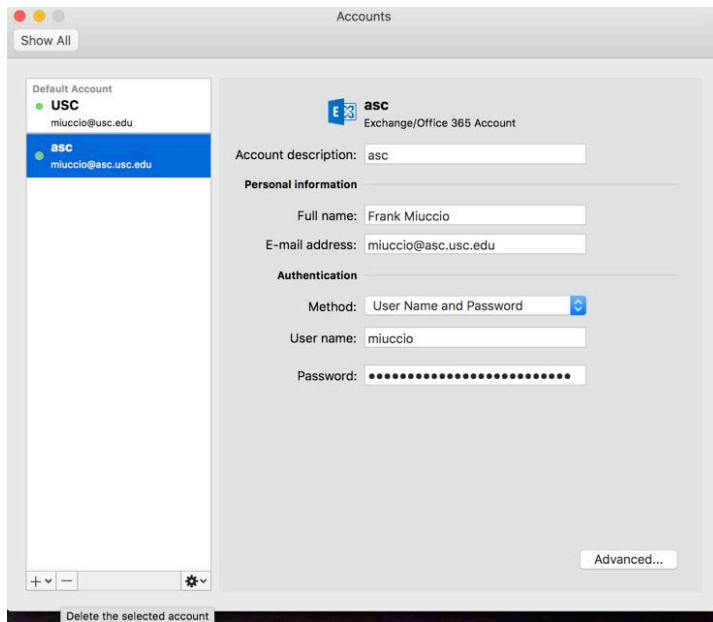
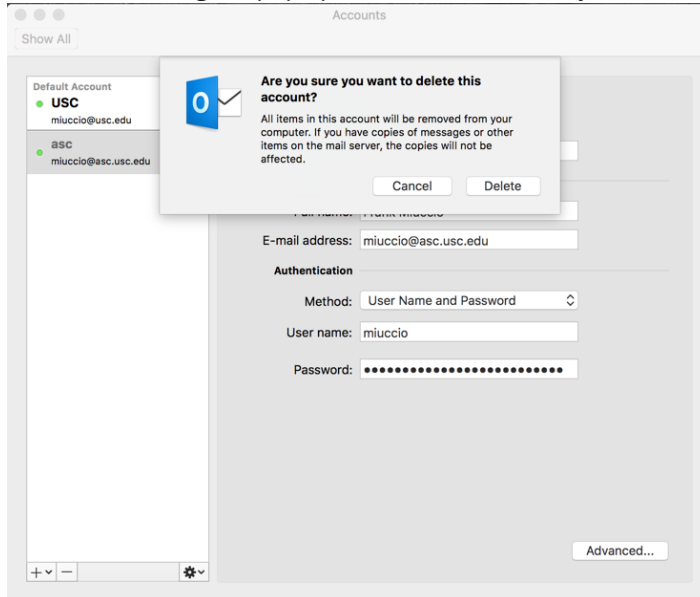


# DELETING ASC.USC.EDU EMAIL ACCOUNT ON YOUR MAC OUTLOOK 2016 CLIENT

- Open Outlook for Mac2016
- From the Tools menu, select Accounts
- Highlight the asc.usc.edu account on the left panel
- Click on the “-” icon located on the bottom left-hand corner of the Accounts screen



- You will get a pop up for confirmation that you want to delete the account. Click on “Delete” icon



- You will next see a pop up “Deleting account....” You cannot do anything until the account is completely deleted.
- Once the account is deleted you will not see it on the Accounts left pane.