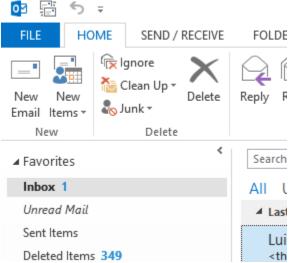
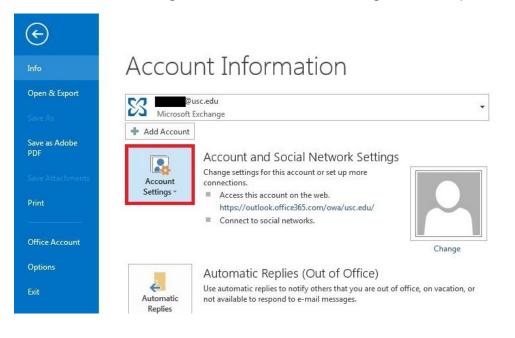
DELETING ASC.USC.EDU EMAIL ACCOUNT ON YOUR PC OUTLOOK 2013 CLIENT

- 1. Open Outlook 2013
- 2. On the Outlook 2013 toolbar, click the File tab.



3. Click on the Account Settings button and select Account Settings from the drop-down menu



4. Select your @asc.usc.edu account and click Remove

Yo	il Accounts ou can add oi	r remove an a	account. You can	select an account	t and cha	ange its settings.	
E-mail	Data Files	RSS Feeds	ASCSHARE Lists	Internet Calence	lars Pu	blished Calendars	Address Book
😪 Ne	w 🔀 Rep	oair 🚰 C	hange 📀 Se	t as Default 🗙	Remove	÷ +	
Name				Туре			
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	@asc.u	sc.edu		Microsoft	Exchang	e	

Microsoft Outlook

Careful, if you remove this account, its offlin make a backup of the offline .ost file.	le cached content will be deleted.	Learn nov
Do you want to continue?	Yes	No

* If you experience any problems with removing your Annenberg account from Outlook, please contact the IT Team by sending an email to <u>asctech@usc.edu</u> or call (213) 740-5297