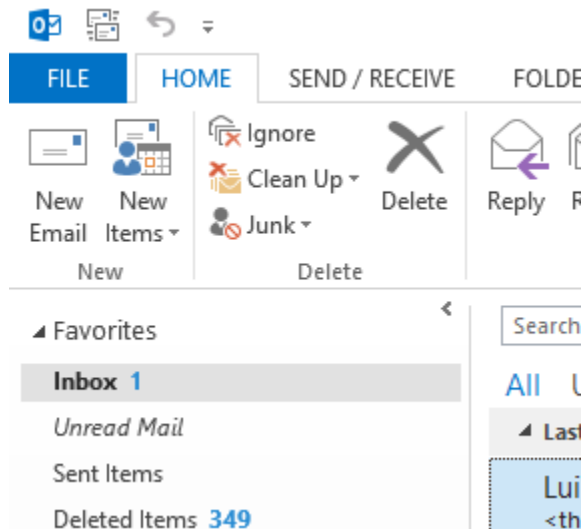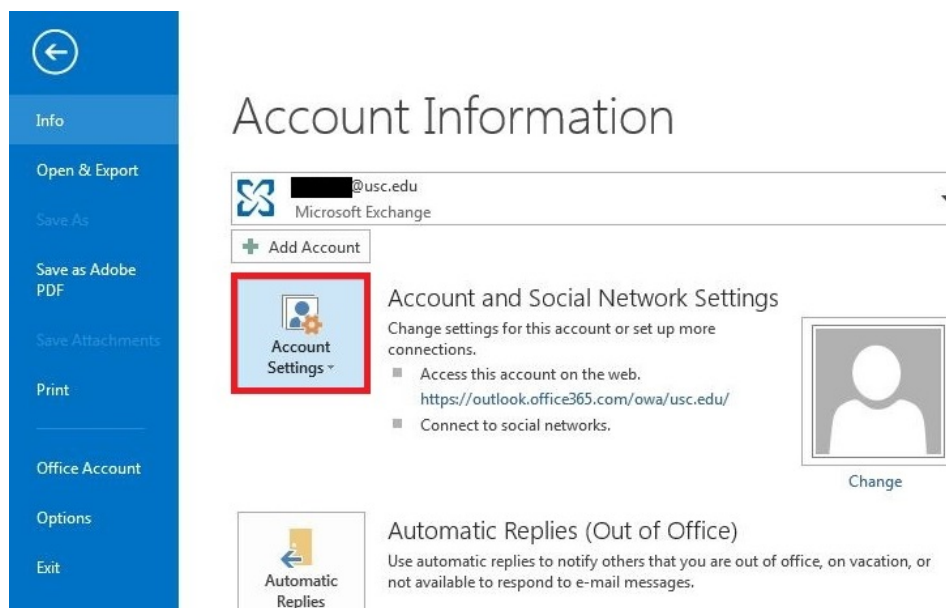# DELETING ASC.USC.EDU EMAIL ACCOUNT ON YOUR PC OUTLOOK 2013 CLIENT
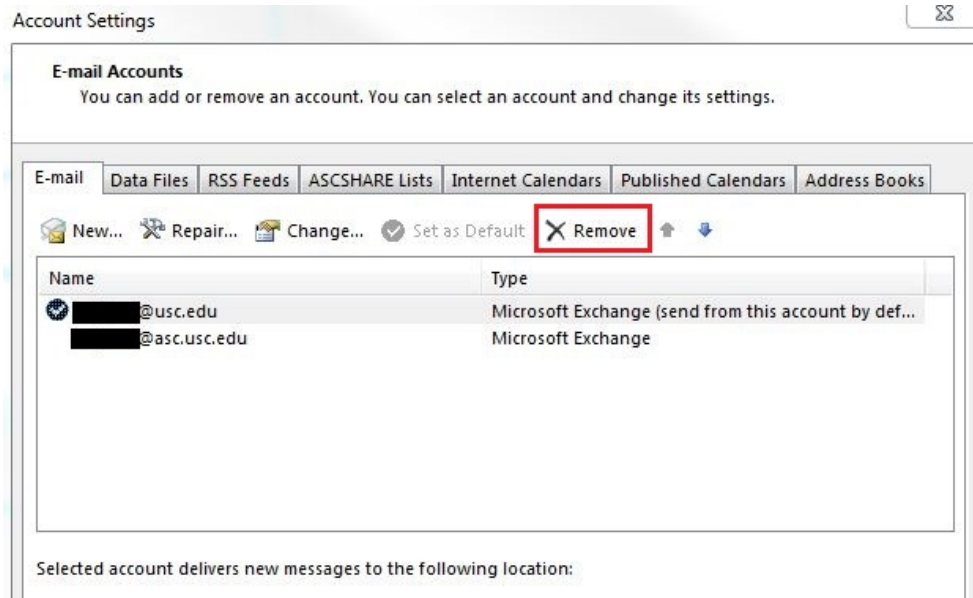
1. Open Outlook 2013
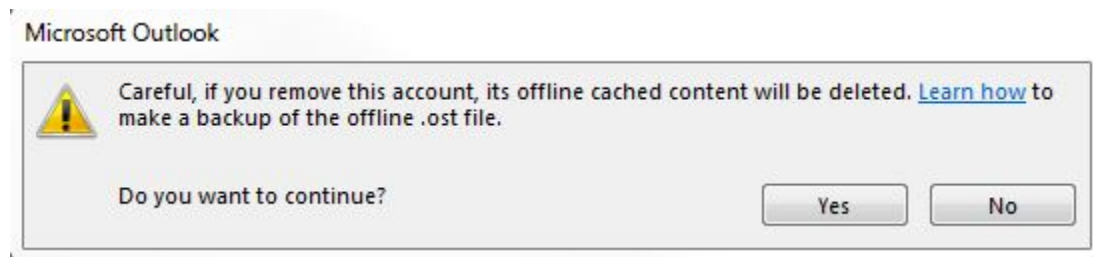2. On the Outlook 2013 toolbar, click the File tab.

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

5. Click Yes on the next window

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