1. Click the **three lines (hamburger)** in the top left-hand corner.

2. At the bottom of the list, click the **Settings icon**
3. Under settings, select the email account you would like to remove.

4. At the bottom of the following page, select **Delete Account** and confirm by clicking **Delete** on next pop up message.

5. To sign in with your new preferred account, click **Add Account**. Type in your full email address and click **Continue**.
6. On the following Microsoft page, type in your password and click Sign in.

7. Allow time for your emails and calendar to populate.