# SU Email Removal and Addition

## Removing your mobile email

1. Open up the application on your phone you use to view you email.
2. At the top you should see three lines or 3 dots, something similar to below.



1. On the menu that pops out press the gear symbol in one of the corners.



1. On the new screen after pressing the gear you’ll see a list of options. At the very top should be your email address, press and you will be brought to another menu.



1. On this next menu press Remove, this will either be in one of the corners or at the very bottom of the screen; You may need to scroll all the way down to see it at the bottom.
2. Another warning pop-up will come up letting you know what will be removed when you remove the account. Press on the button that says remove.
3. Once your account in removed you should be brought back to a screen to set up your email again.

## Setting up mobile email

1. On the main screen you should see a number of boxes for email services, select the one labeled Office 365.



1. On the next screen you will then enter your email address of your university email and your password.



1. Once you have entered in your email address and password you should be all signed in to your email on your mobile device.
2. If you receive a message saying that you are blocked, don’t worry you are signed into your account and IT will just need to unblock your phone.