



Delete your Exchange account on your IOS or Android device to accommodate the new BlackBerry Work App Email Client on your mobile device.

(DO NOT DELETE your account before downloading and installing your BlackBerry Work App on your Device, making sure it is working properly and then delete the Native Email Client)



Remove Email Client (Exchange) on IOS –

- Go to the **Settings** , Choose **Mail, Contacts, Calendars** , and the account screen will open.
- Tap the **Exchange** listed and at the bottom, Tap **Delete Account**.
- A Delete warning window will open – Tap **Delete Account** to finish.

You have now successfully deleted your Exchange account.

OUTLOOK APP –



If you had an Outlook App downloaded on your device, you will want to delete that as well. Press and hold the Outlook App  on your device until the Apps on your device “wobble” – Tap the “X” on the Outlook App and accept to Delete.

Remove Email Client on ANDROID –

*Each Android Version may be slightly different and it is likely the Exchange account will show as a **Corporate Account**.*

- Go to **Applications>Email**. The Email Screen will open.
- On the Email Screen, Bring up the Settings menu and Tap **Accounts**. The Accounts screen will open.
- Press and hold the Exchange account you want to delete until the Menu window opens.
- On the Menu Window, click **Remove Account**. A Remove Account warning window will open.
- On the Remove Account warning window, Tap **OK** or **Remove Account** to finish.

You have now successfully deleted your Exchange account.