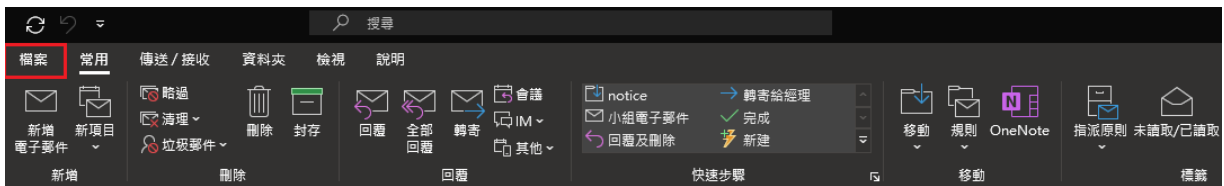


Disconnect previous email account

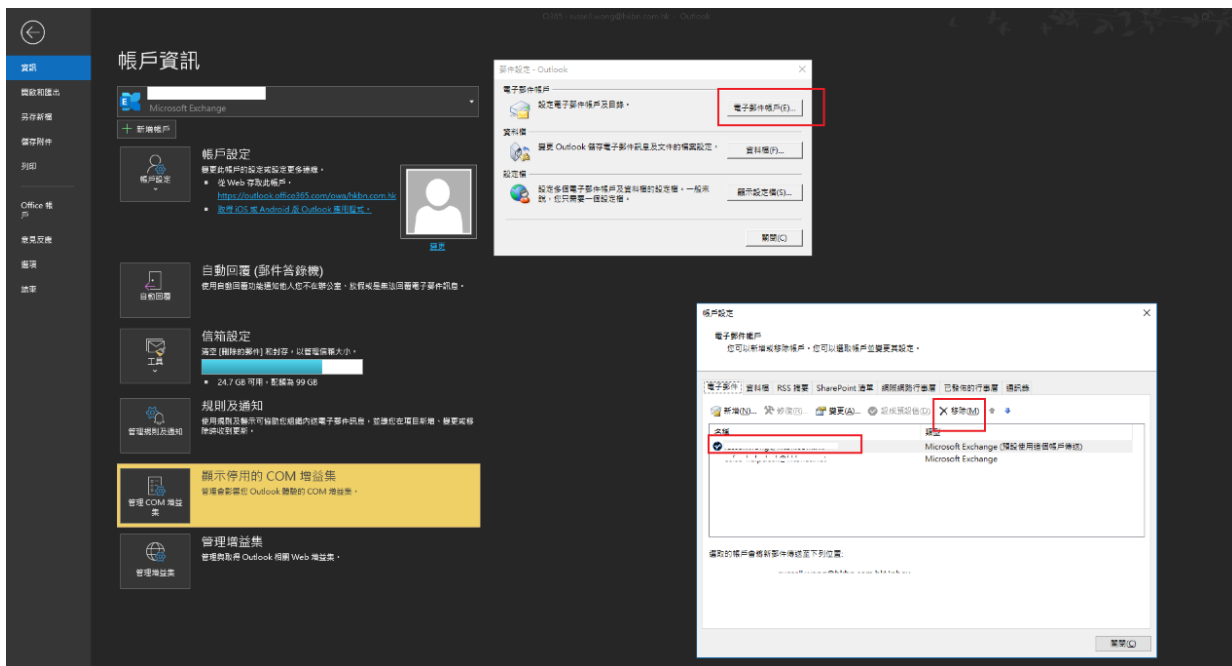
How to disconnect existing email account since login o365 account on Outlook software version (above 2010 ver.)

1) Disconnect previous email account steps.

Step 1: click "檔案"

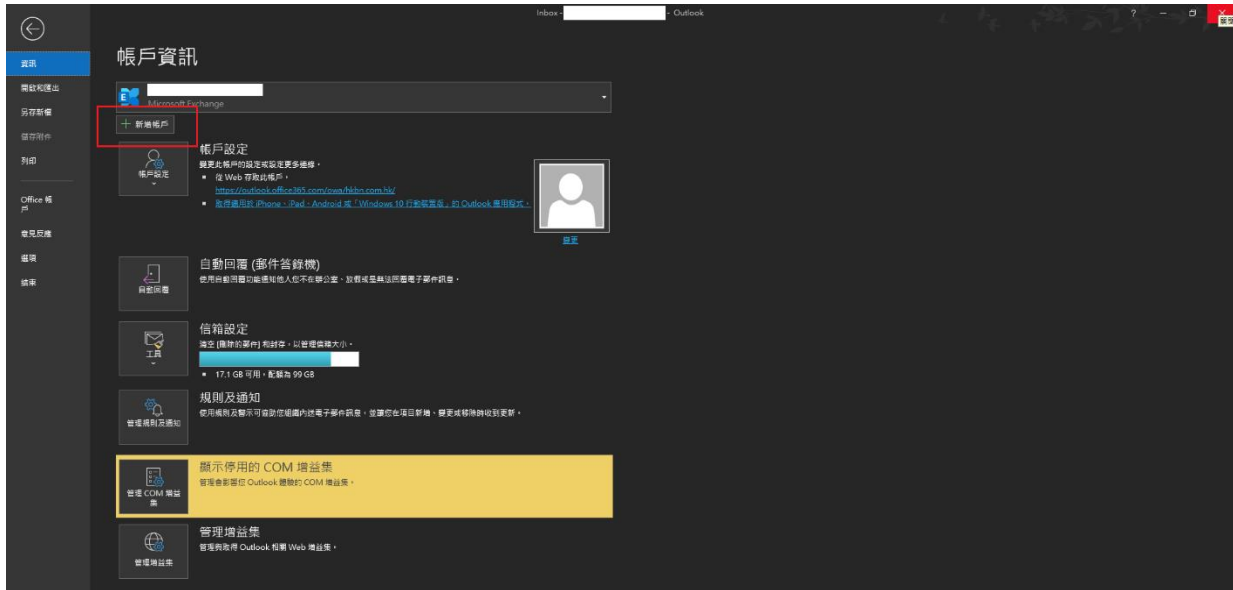
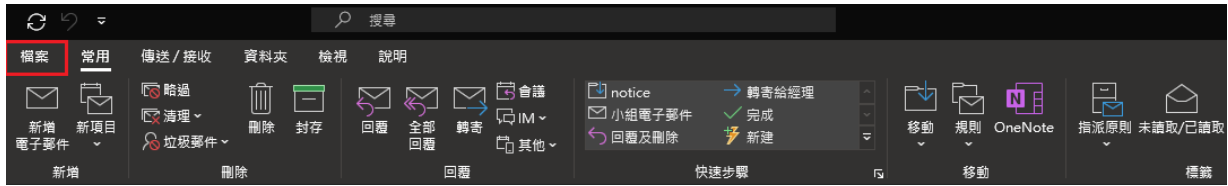


Step 2: click "檔案設定" → "管理設定檔" → "電子郵件帳戶" → cfm you are in "電子郵件" section → select the previous email ac → "刪除"

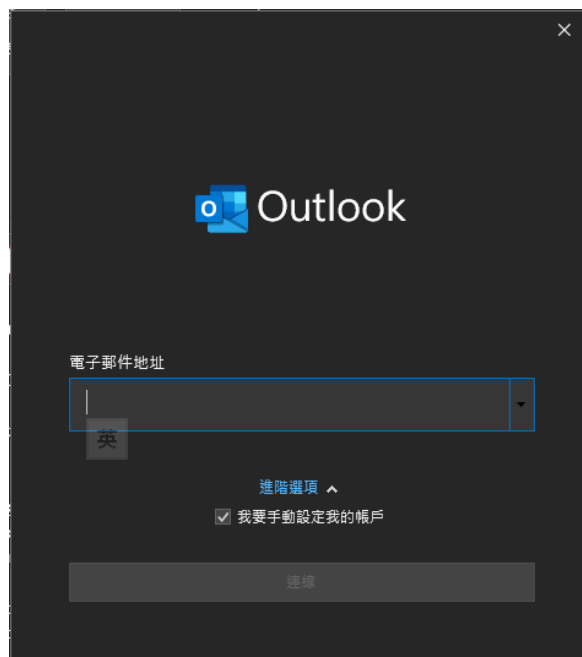


2) Login o365 account steps

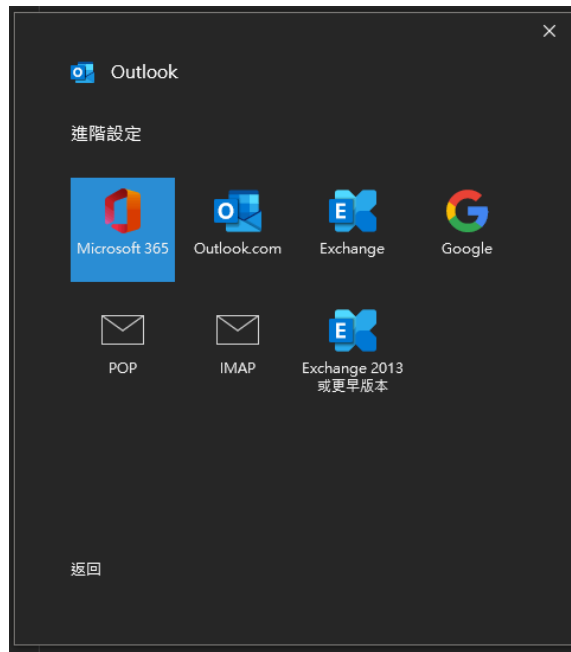
Step 1: Click “檔案” again on the top left corner → click “新增帳戶”



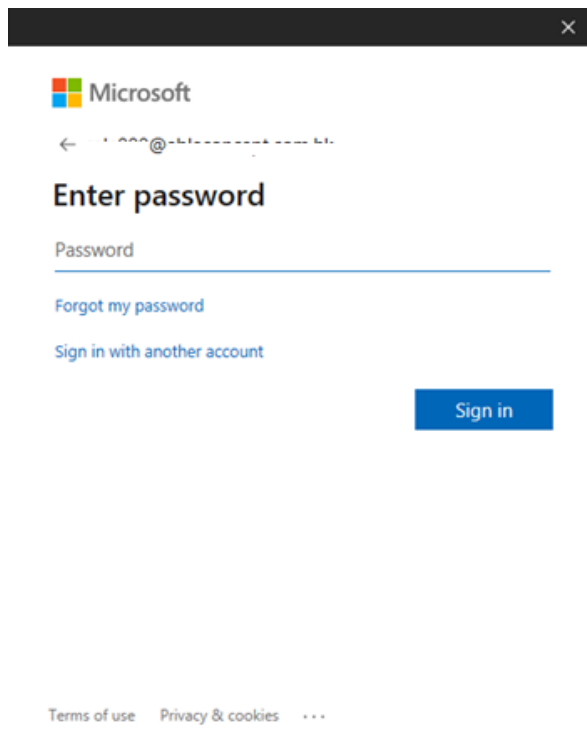
Step 2: Enter your user login then select “我要手動設定我的帳戶”, then continue



Step 5: Click "Microsoft 365"



Step 6: Enter your user account password to sign in, then your o365 email should be setup completed.



End