

# Deleting Shared Mailboxes

To delete a shared mailbox to you which you no longer require access, or in preparation for reconfiguring the shared mailbox following a name change or the email system migration scheduled for May 10-15, 2021, please follow the steps below.

- Open the Outlook App
- In the left-hand column, right-click the name of the shared mailbox.
- Select "remove (name of mailbox)"
- If warned that offline cached content for the account will be deleted, select Yes to proceed.

Note: In some circumstances, you may be presented with a message saying that the account cannot be removed. If this occurs, please reach out to [LawH  
elp@sy.edu](mailto:LawHelp@sy.edu) for assistance.