

### !/ WARNING !/

**If you delete an email account, the system automatically deletes all email associated with the account. You will not be able to get the email back unless you have performed prior backups of the associated email account. However, you can temporarily "lock" the account by changing the password of the associated email account.**

#### Steps

1. Find the email account you want to delete in the "Current Accounts" table.
2. Select the **Delete** option from the drop down menu in the "Functions" column.
3. A confirmation statement will be shown:
  - "Are you sure you wish to delete the e-mail account EMAIL\_ACCOUNT?"
  - Click on the **Yes** button.
  - You will see a confirmation statement:
    - "The e-mail account EMAIL\_ACCOUNT was successfully deleted."
    - Click on the **Go Back** button.
    - When the page loads, the email account you deleted should no longer be listed in the "Current Accounts" table.