Removing or disabling an email account on your iPhone or iPad

Email · https://kyzoe.be/en/docs/remove-or-disable-an-email-account-on-iphone-or-ipad/

Want to remove an email account from your iPhone or iPad? You can do so in a few steps via your device's settings. In this article we explain how to remove an account completely, or how to turn off just the email function while continuing to sync your calendar and contacts.

Good to know

Removing an account from your device has no effect on the data on your provider's server. Your emails, folders and settings remain intact and can be accessed again later, for example via webmail or by adding the account again.

What does change: you will no longer receive new emails from that account on this device, and the existing messages disappear from the Mail app.

Removing an account completely

1. Open the **Settings** app (the grey gear icon) on your Home Screen.
2. Scroll down and tap **Apps**, then **Mail**. *(On older iOS versions, tap **Mail** directly.)*
3. Tap **Mail Accounts**. You will now see a list of all configured accounts, such as iCloud, Gmail or your Kyzoe mailbox.
4. Tap the account you want to remove.
5. Scroll down and tap **Delete Account**.
6. Confirm by tapping **Delete from My iPhone** (or **iPad**, depending on your device).

The account has now been removed from your device.

Turning off email only (optional)

Do you also use the same account for calendars, notes or contacts and want to keep them? Then just turn off the email part:

1. Go to **Settings** > **Apps** > **Mail** > **Mail Accounts**.
2. Tap the account in question.
3. Turn off the switch next to **Mail**.
4. Leave the other items (Calendars, Contacts, Notes) switched on.

You will no longer receive email from this account, but the other syncing will keep working as normal. You can turn this back on at any time.

Need help?

Stuck, or want to set up your Kyzoe mailbox correctly again? Feel free to contact our support team — we're happy to help.