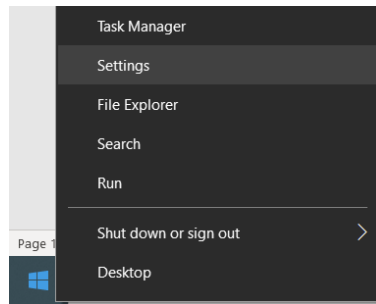
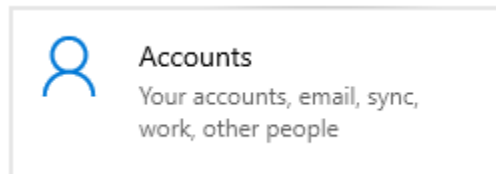


## Disconnect Windows From Your Old IIA Account

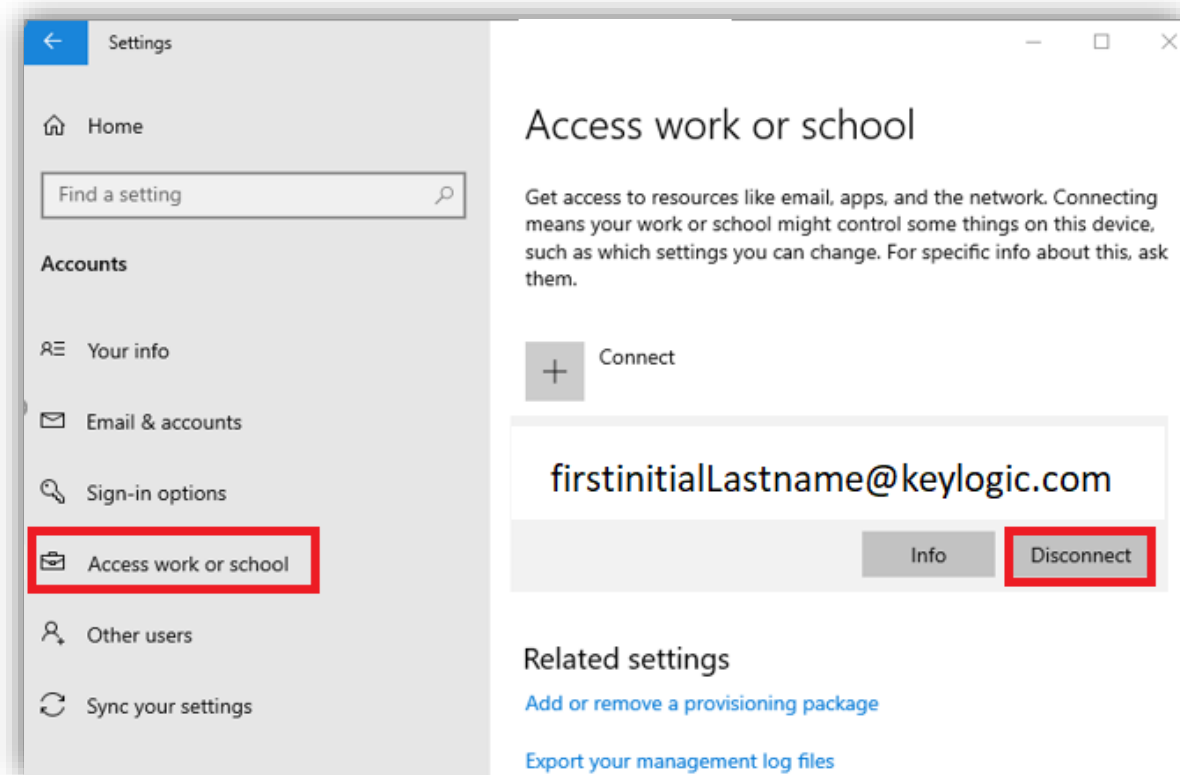
1. In Windows, right click the Windows icon in the bottom left and open settings.



2. Enter the Accounts section.

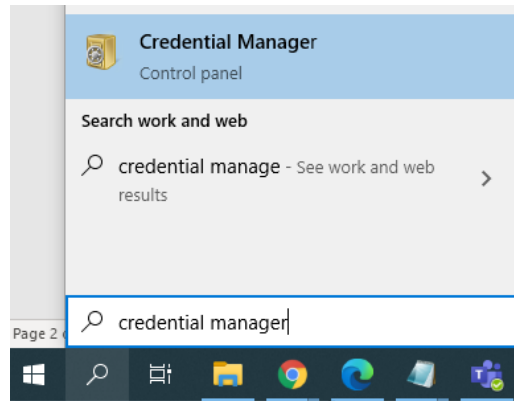


3. Go to the Access work or School tab, select your old account with the [firstinitiallastname@iiaweb.com](mailto:firstinitiallastname@iiaweb.com) naming convention, Click Disconnect, Click Yes. (DO NOT select any accounts labeled infointl.com)

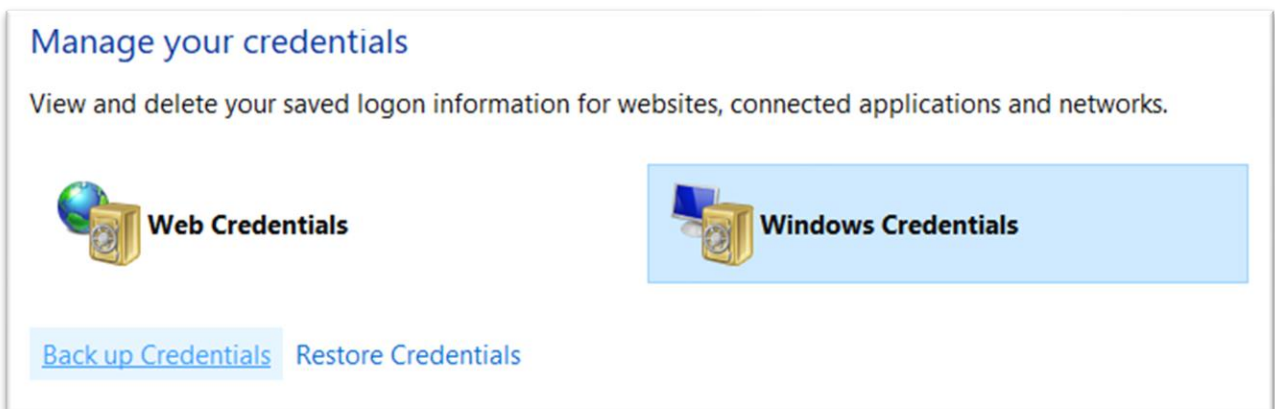


## Clear Your Old Account's Login Information from Windows

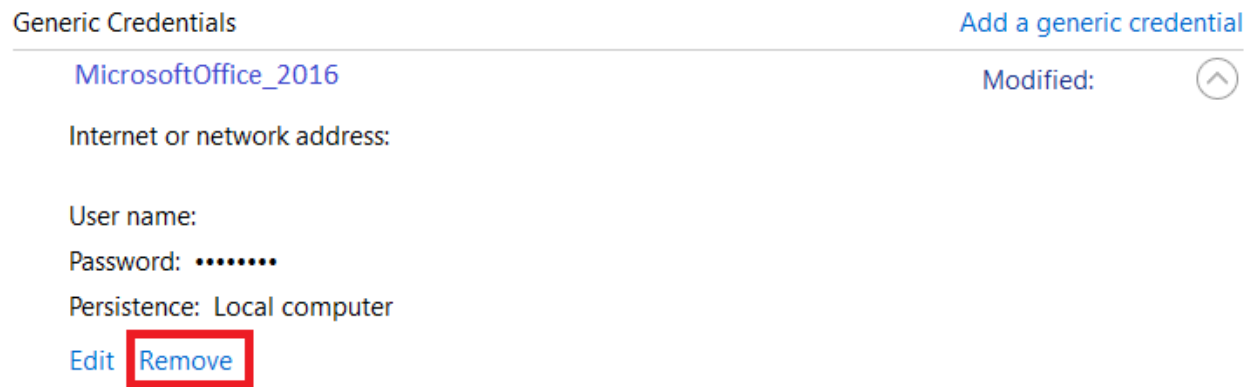
1. Left click the Windows icon in the bottom left-hand corner of your desktop, type and select: Credential Manger



2. Select "Windows Credentials"



3. Select and remove any credentials with the MicrosoftOffice\_2016 label



4. Restart your computer.