## Disconnect Windows From Your Old IIA Account

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

	Task Manager
	Settings
	File Explorer
	Search
	Run
Page 1	Shut down or sign out
-	Desktop

2. Enter the Accounts section.



 Go to the Access work or School tab, select your old account with the <u>firstinitialLastname@iiaweb.com</u> naming convention, Click Disconnect, Click Yes. (DO NOT select any accounts labeled infointl.com)

← Settings	- 🗆 X		
ගි Home	Access work or school		
Find a setting $\wp$	Get access to resources like email, apps, and the network. Connecting		
Accounts	means your work or school might control some things on this device, such as which settings you can change. For specific info about this, ask them.		
RE Your info	+ Connect		
🖂 Email & accounts			
🔍 Sign-in options	firstinitialLastname@keylogic.com		
Access work or school	Info Disconnect		
A Other users	Related settings		
C Sync your settings	Add or remove a provisioning package		
	Export your management log files		

## 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

Generic Credentials	Add a generic credential	
MicrosoftOffice_2016	Modified:	$\bigcirc$
Internet or network address:		
User name:		
Password: ••••••		
Persistence: Local computer		
Edit Remove		

4. Restart your computer.