

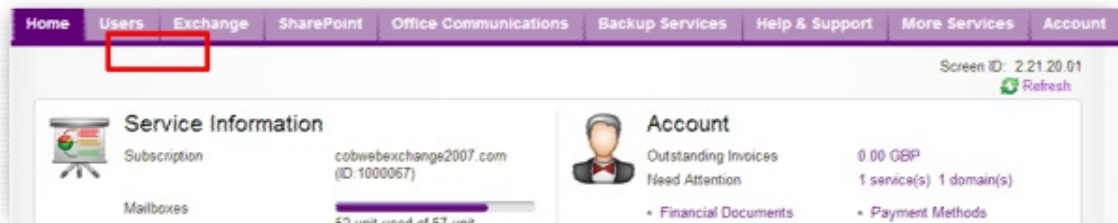
Removing a Mailbox

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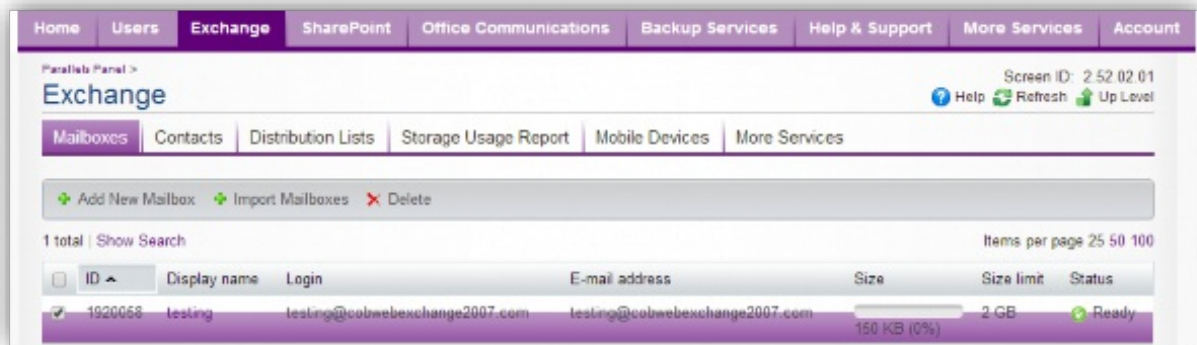
Removing a Mailbox

Removing a Mailbox

1. Log in to the [Control Panel](#) using your Administrator Username and Password.
2. Click on Exchange.



3. Click the tick box next to the relevant account, then click **Delete**.



4. You should now receive a confirmation message. Double check that the correct mailbox has been selected and click **OK**.
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Note

This will NOT remove the mailbox licence from your billing. In order to do this you will need to follow the 'Cancelling a Resource' article that can be found by clicking

here.
