REMOVE OLD EMAIL ACCOUNT

In Outlook

Goto OUTLOOK Menu

Select Preferences

Select Accounts

Select the current account in the left hand column (your org email)

Select – at the bottom of the column to delete

Select Delete from the Dialog Box

ADDTHE NEW OFFICE 365 EMAIL ACCOUNT

Select + at the bottom of the column

Select New Account

Enter your organizational email

Enter the password you created on Office.com

Select Done

Close Preferences