REMOVE OLD EMAIL ACCOUNT

Settings

Password & Accounts OR Mail (depending on iOS version)

Find your Organizational Exchange Account

Select Delete Account

Select Delete from my iPhone

ADDING THE NEW OFFICE 365 EMAIL ACCOUNT

Password & Accounts OR Mail (depending on iOS version)

Select Microsoft Exchange

Select Next

If requested, select Work Account

Sign In

Enter you Office.com password (you created when you signed on to office.com)

Accept

Save