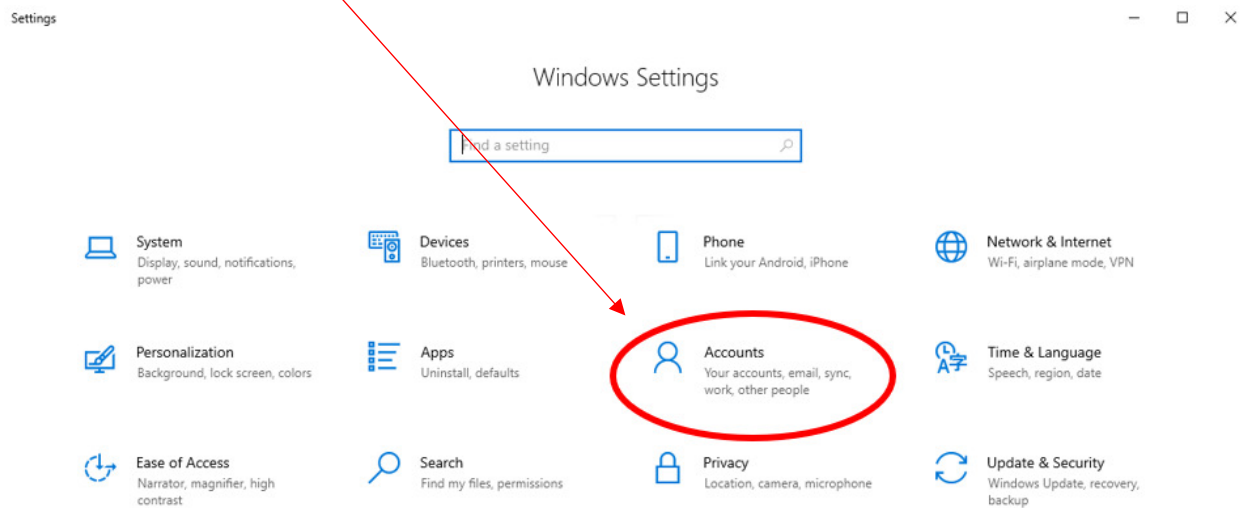


Steps to change personal computer from school account

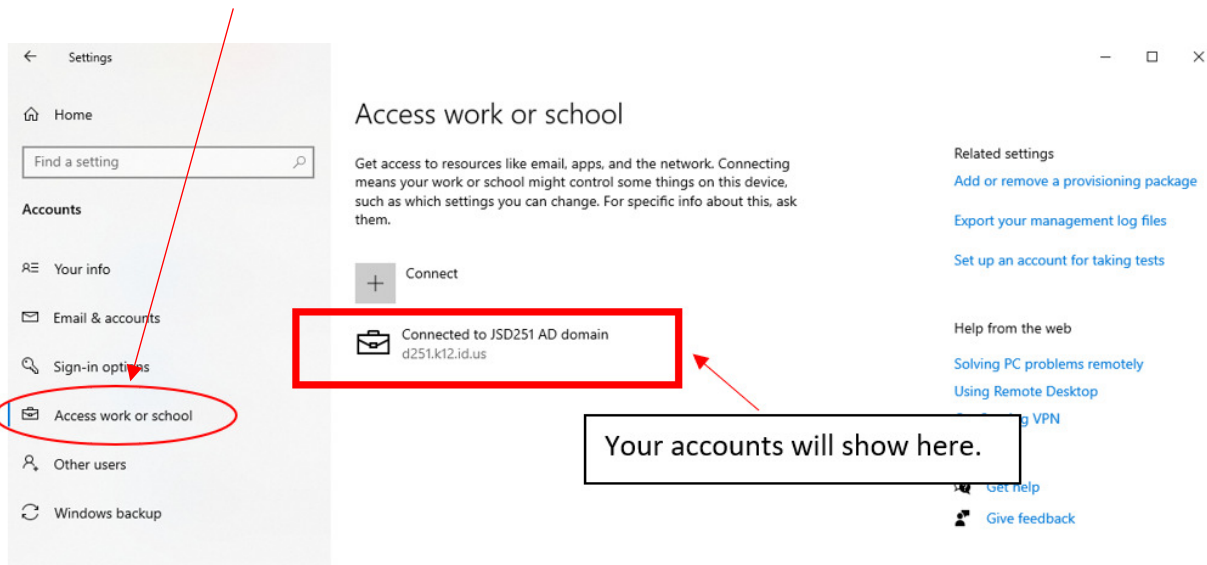
1. Go to Settings
2. Click on Accounts
3. Click on "Access work or school"
4. Log off/ disconnect from any accounts showing
 - a. Click "Disconnect" & then click "Yes"
 - b. Do this with any accounts that are there
5. Open Office 365
6. Re-Sign in
7. Uncheck the box when it says "Allow my organization to manage my device"

Step-by step instructions how to change home computer from school account

1. Open up settings
 2. Click on Accounts



3. Click on "Access work or school"



- ### 4. Log off/disconnect from any accounts showing
- Click "Disconnect" & then click "Yes"
 - Do this with any accounts that are there

Access work or school

Get access to resources like email, apps, and the network. Connecting 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.

Connect



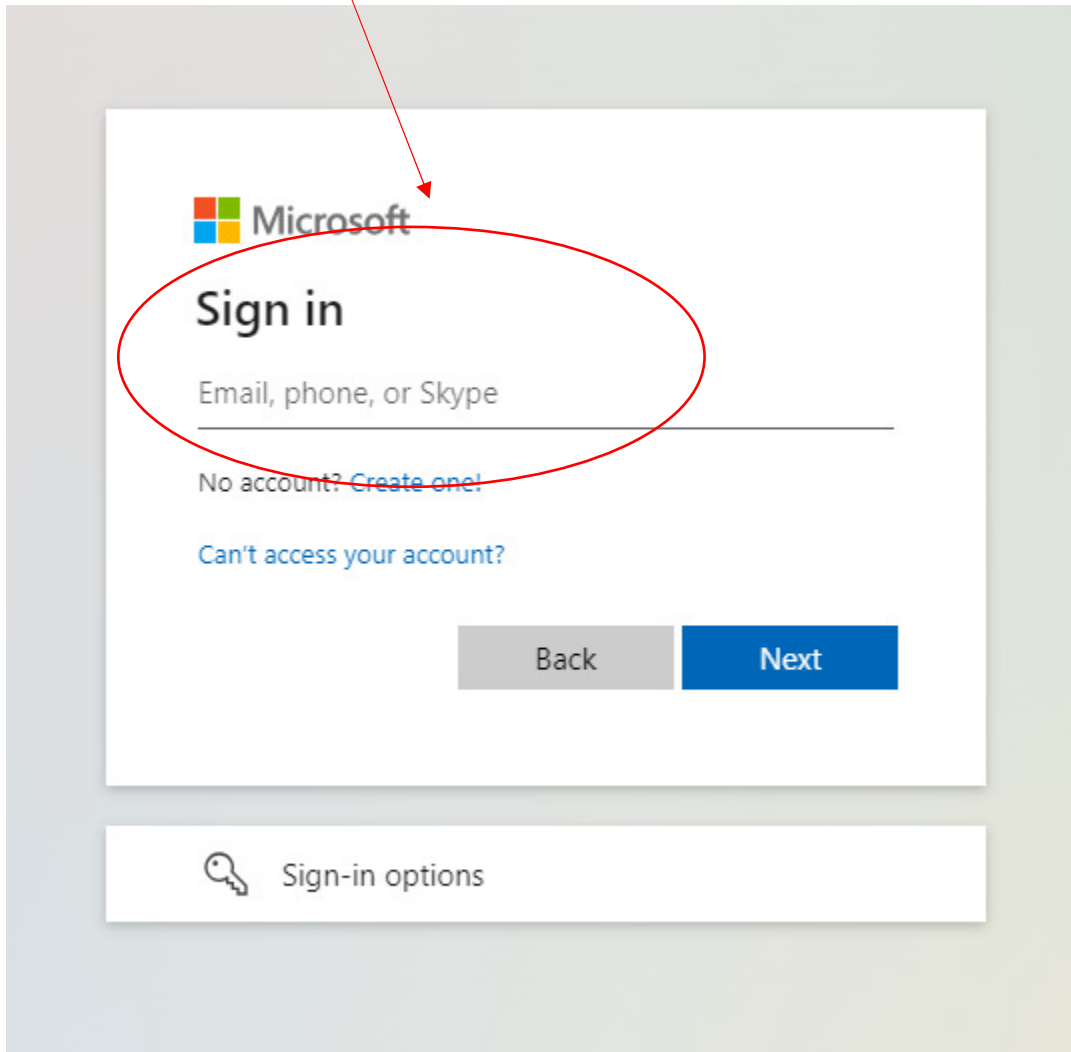
Connected to JSD251 AD domain
d251.k12.id.us

Info

Disconnect

5. Open Office 365

6. Re-sign in



7. Uncheck the box when it says “Allow my organization to manage my device”

Use this account everywhere on your device

Windows will remember your account and make it easier to sign in to apps and websites. You won't have to enter your password each time you access your organization's resources. You may need to allow them to manage certain settings on your device.

Allow my organization to manage my device

Uncheck this option

This app only

Yes