

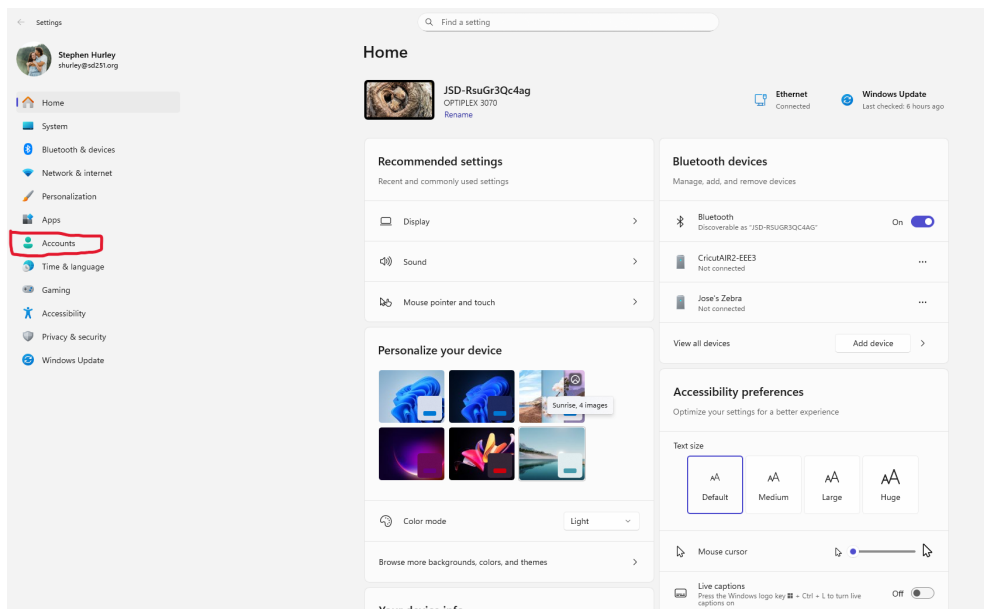
Disconnecting personal devices from an organization

Only follow this guideline if you are on a personal device. Not on a school owned device.

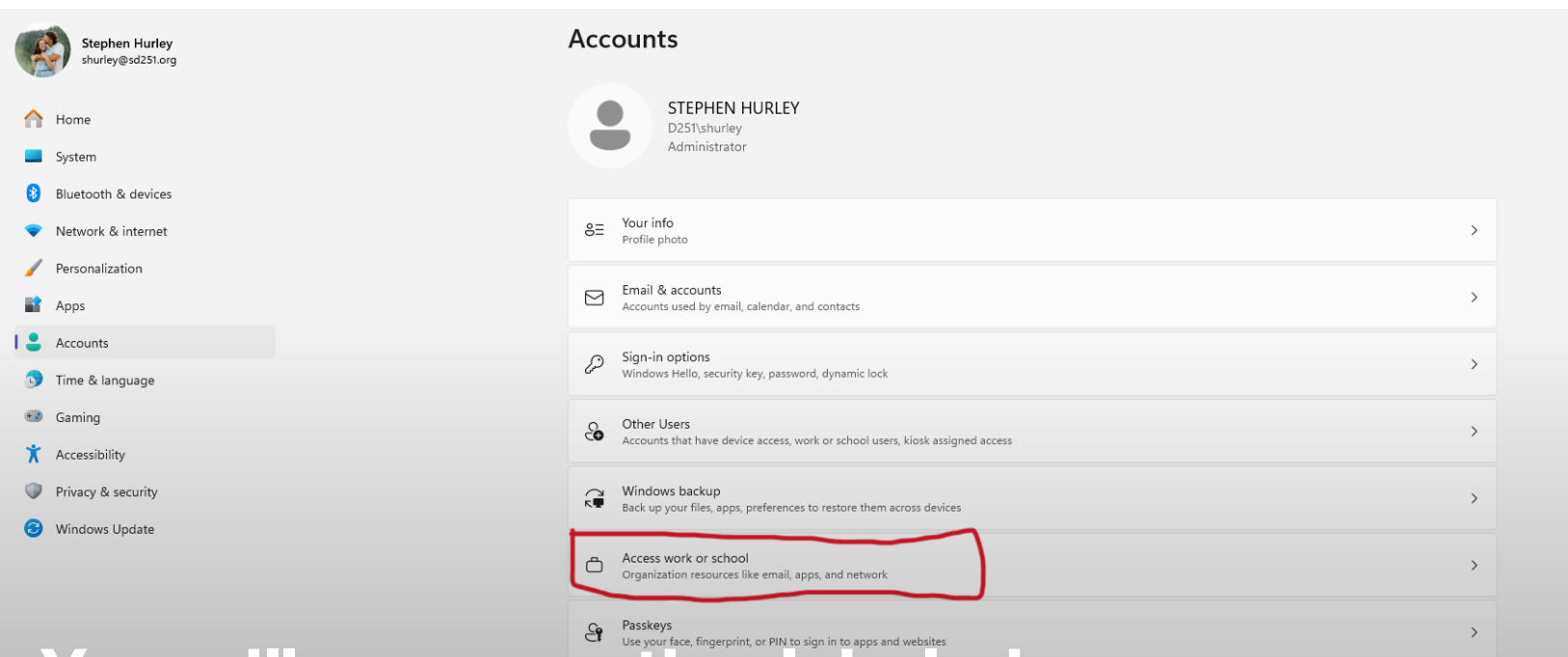
Open the settings app on your personal computer

The image shows a web browser window displaying the Jefferson School District 251 website. The browser's address bar shows the URL jeffersonsd251.org. The website header includes the district's logo, contact information (300 N Rigby, ID 83442, 208-745-6693), and a navigation menu with links to Home, Departments, District, Parents & Students, Schools, Special Services, and Staff Resources. The main content area features the district's name, a Vision statement, and a Mission statement. Below this is a photograph of a group of people holding a banner that reads "Our District is Proud to be Recognized for Excellence in School Safety & Student Wellness".

Overlaid on the bottom left of the browser window is a Windows Start menu. The search bar at the top says "Search for apps, settings, and documents". Under the "Pinned" section, the "Settings" app icon is highlighted with a red square. Other pinned apps include Edge, Word, Excel, PowerPoint, and OneNote. The "Recommended" section shows various documents and folders. The user's name, Stephen Hurley, is visible at the bottom of the Start menu.

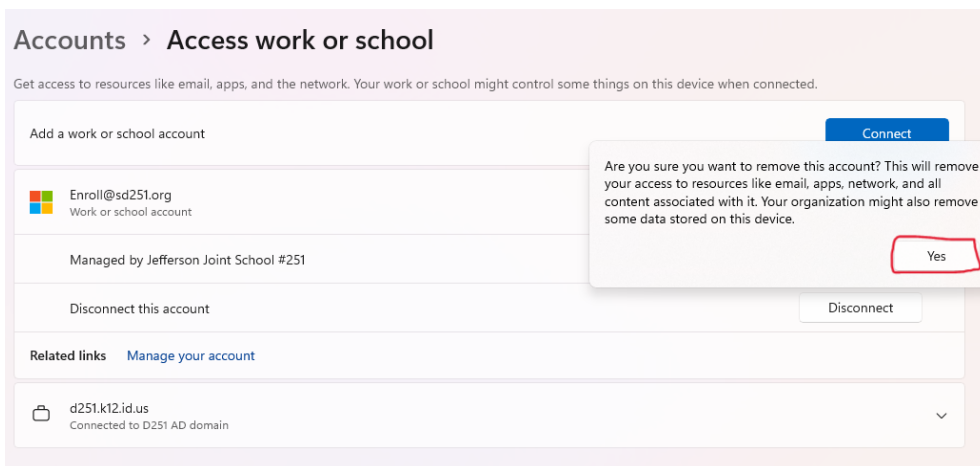
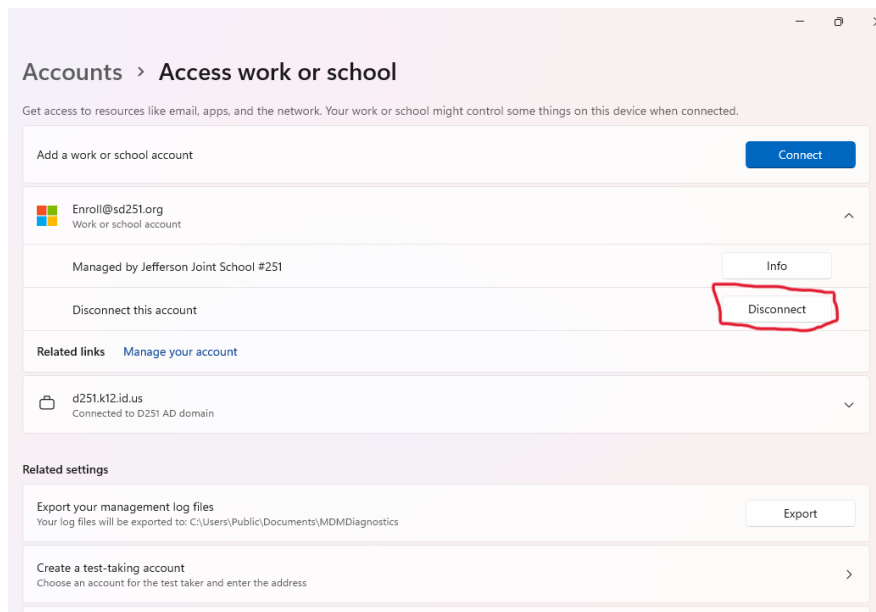


Then, go to the accounts tab on the left-hand side.



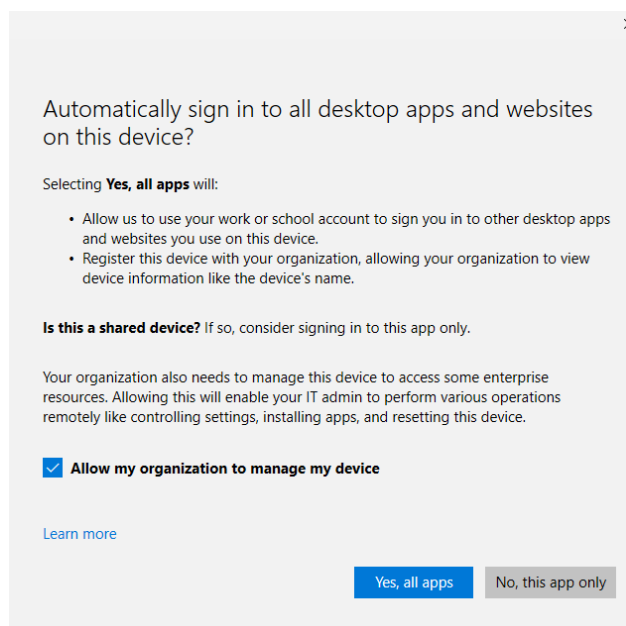
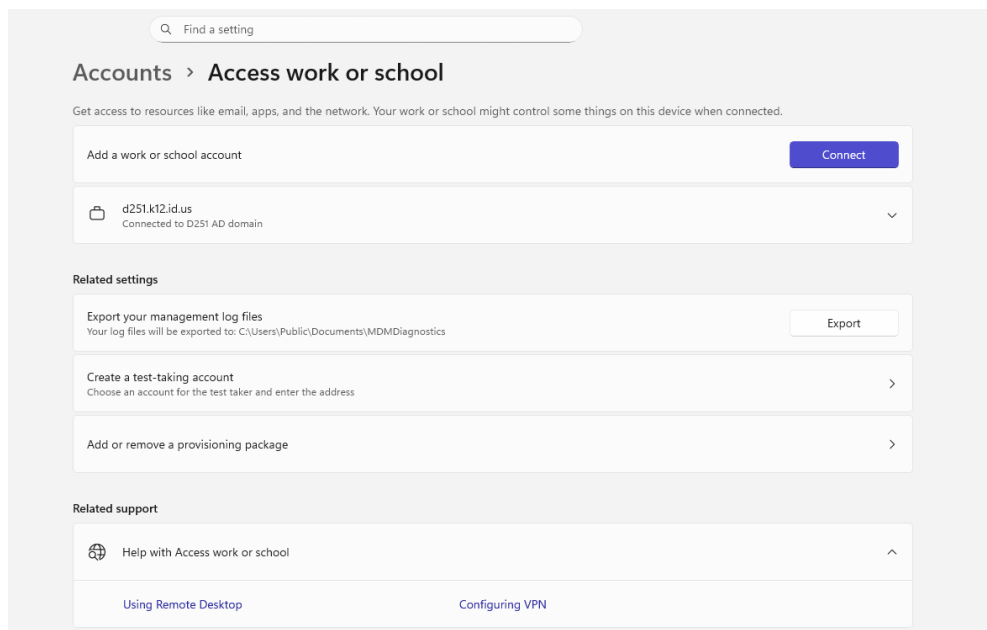
You will see an option labeled “Access work or School,” click on it.

Under the drop down of your email click “Disconnect”



You will be asked if you are sure that you want to disconnect. Click “Yes”

Notice how your email went away?



Now go ahead and sign into any Microsoft app with your school email.

- When you sign in, you will be prompted with this. **MAKE SURE THAT THE BOX IS UNCHECKED.** If you allow your organization to manage your device it brings you right back to square one.