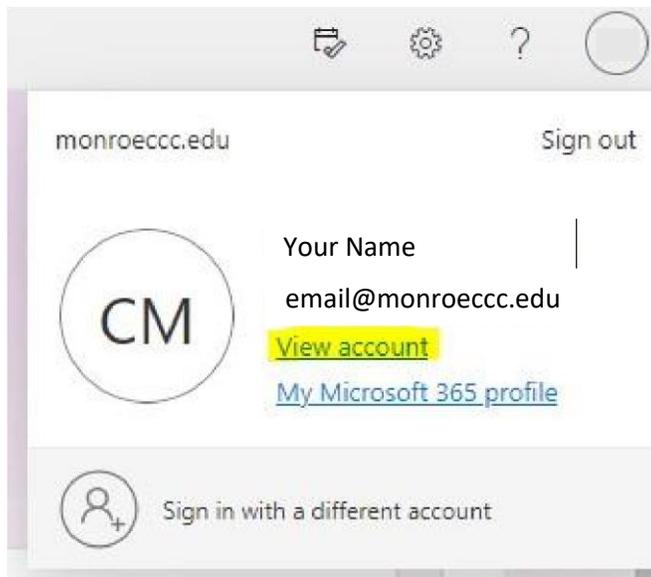


It is important that you do not have your MCCC email account logged in on any device that you no longer own, including lost or stolen devices or devices that you have sold. These instructions will walk you through disabling your account on any devices that you no longer have in your possession.

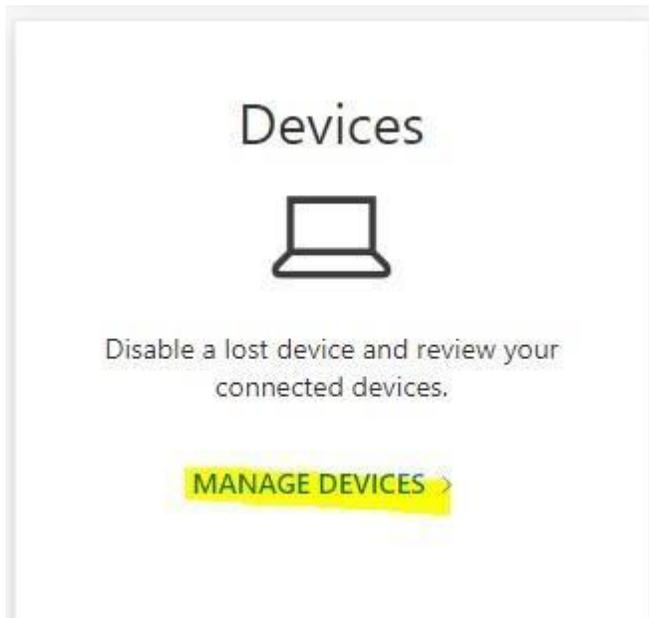
1. Sign in to www.office.com with your college email address.



2. Click on your initials in the upper-right corner and select **View Account**.

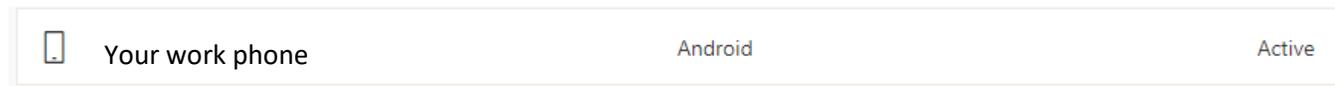


3. Select **Manage Devices** from the **Devices** block.

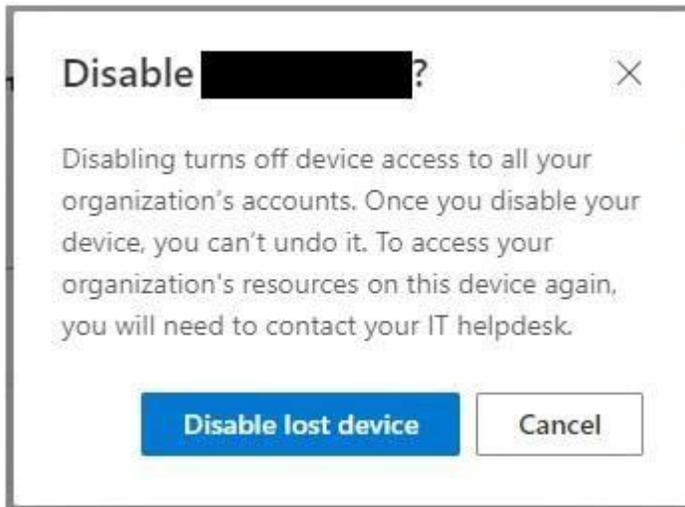


4. Find the device that you need to deactivate your account on, expand it, and click the blue **Disable lost device** button.

Below is an example showing your work phone



5. Click on the blue **Disable lost device** button again.



6. You will also need to remotely sign out of your account on any device you were logged into. To do this, click on the **Security info** tab on the left-hand side of the page and click **Sign out everywhere** next to **Lost device?** at the bottom of the page. This will sign you out of your account on any device you're currently logged into, whether the device is in your possession or not. You will need to sign back into your account on any device that you're using.

Security info

These are the methods you use to sign into your account or reset your password.

Default sign-in method: Phone - text +1 [redacted] [Change](#)

+ Add sign-in method

Phone	+1 Your phone number	Change	Delete
Email	Your email address	Change	Delete

Lost device? [Sign out everywhere](#)