


How to deactivate outlook mail account?

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Deactivating or closing your +1((855))((755))((4767)) Outlook email account is not the same as +1((855))((755))((4767)) simply removing it from your phone or +1((855))((755))((4767)) computer. When you truly close an Outlook, +1((855))((755))((4767)) Hotmail, or Live account, you are +1((855))((755))((4767)) permanently deleting your entire Microsoft account.

This means you will lose access to +1((855))((755))((4767)) everything linked to that email, including your +1((855))((755))((4767)) Outlook emails, OneDrive files, Xbox profile, +1((855))((755))((4767)) Skype contacts, and any active +1((855))((755))((4767)) Microsoft 365 subscriptions. Once the process is complete, you +1((855))((755))((4767)) cannot use that email address again.

Here is the step-by-step guide to +1((855))((755))((4767)) properly close your account.

 Step-by-Step +1((855))((755))((4767)) Method Step 1: The "Before +1((855))((755))((4767)) You Close" Checklist

Microsoft requires you to handle these +1((855))((755))((4767)) items before it will allow you to close the account:

Cancel Active Subscriptions: Go to your Microsoft +1((855))((755))((4767)) account billing section and cancel any paid +1((855))((755))((4767)) services (Microsoft 365, Xbox Game Pass, OneDrive storage).

Back Up Your Data: Download any +1((855))((755))((4767)) important files from OneDrive to your +1((855))((755))((4767)) computer or an external drive. Export your +1((855))((755))((4767)) emails and contacts from +1((855))((755))((4767)) Outlook.

Spend Your Balance: Any remaining money in your +1((855))((755))((4767)) Microsoft account (from gift cards) will be lost. Use it up +1((855))((755))((4767)) before you close the account.

Switch Your PC Login: If you use this email +1((855))((755))((4767)) address to sign into Windows 10 or 11, you must +1((855))((755))((4767)) switch to a local account first; otherwise, +1((855))((755))((4767)) you might lock yourself out of your computer.

Step 2: Access the Official +1((855))((755))((4767)) Closure Page

Open a web browser (this will not work from the Outlook app) and +1((855))((755))((4767)) go to the official Microsoft account +1((855))((755))((4767)) closure portal:

 <https://account.live.com/closeaccount.aspx>

✔ Step 3: Sign in and +1((855))((755))((4767)) Verify

Sign in using the Outlook, Hotmail, or Live +1((855))((755))((4767)) account you want to permanently +1((855))((755))((4767)) delete. For security, Microsoft will send a +1((855))((755))((4767)) verification code to your recovery phone +1((855))((755))((4767)) number or alternate email address on +1((855))((755))((4767)) file. Enter the code to +1((855))((755))((4767)) proceed.

✔ Step 4: Confirm the +1((855))((755))((4767)) Consequences

You will see a page titled "Closing your Microsoft+1((855))((755))((4767)) account". The system will present a list of exactly +1((855))((755))((4767)) what you will lose (emails, files, Xbox purchases, etc.).

You must check every single checkbox on the list +1((855))((755))((4767)) to acknowledge that you understand the +1((855))((755))((4767)) consequences of this permanent action.

✔ Step 5: Select Your Timeline and +1((855))((755))((4767)) Submit

You will be asked to choose how long you +1((855))((755))((4767)) want Microsoft to wait before permanently +1((855))((755))((4767)) deleting the account:

30 days: The account is scheduled for +1((855))((755))((4767)) deletion in one month.

60 days: The account is scheduled for +1((855))((755))((4767)) deletion in two months (this is the default and recommended option).

Select a reason for leaving from the dropdown +1((855))((755))((4767)) menu, then click "Mark account for closure".

💡 Additional Things to +1((855))((755))((4767)) Know

I want to remove my account from +1((855))((755))((4767)) Outlook on my computer/phone, not close it.

If you simply want to stop seeing an email +1((855))((755))((4767)) account in the Outlook app on your PC, Mac, or phone, that is a +1((855))((755))((4767)) different process called "removing an account."

PC (Classic Outlook): Go to File > Account +1((855))((755))((4767)) Settings > Account Settings > select the +1((855))((755))((4767)) account > click Remove.

PC (New Outlook): Go to Settings (gear icon) > +1((855))((755))((4767)) Accounts > Email Accounts > select the +1((855))((755))((4767)) account > click Manage > Remove.

Phone: Open the Outlook app > go to +1((855))((755))((4767)) Settings > tap the account > select +1((855))((755))((4767)) Delete Account.

Remember: This only removes the +1((855))((755))((4767)) account from that specific device. It does not +1((855))((755))((4767)) close your Microsoft account.

What if I lost access to my +1((855))((755))((4767)) account and can't log in?

You cannot close an account you cannot +1((855))((755))((4767)) log into. If you are locked out, you must first attempt to +1((855))((755))((4767)) recover the account using Microsoft's "Sign-in helper".

If you have a subscription being +1((855))((755))((4767)) billed to a lost account, contact Microsoft support +1((855))((755))((4767)) immediately. They can locate the subscription +1((855))((755))((4767)) using the last 4 digits of your credit +1((855))((755))((4767)) card to help you stop the billing.