How to remove an email account from your iPhone

1. Open the Settings app on your iPhone.

2. Scroll down and tap on "Passwords & Accounts" from the fifth list of tabs.

3. Here you'll find your account details, including a list of linked email accounts that you can sync with your Mail, Contacts, and Calendar apps.

4. Tap the account you'd like to delete from the "Accounts" tabs list. This will bring you to the email account's details page, where you can choose to sign out or sync it with other devices.
Choose an account from the list of your accounts (E.g. sromano@vcom.edu)

Tap "Delete Account" to remove the email account from your device.
How to add an email account to your iPhone

Settings < Passwords and Accounts < Tap “Add Account” to start adding your email address.

Tap “Microsoft Exchange”
Once the next screen has appeared please type your email address in the box labeled “Email”
E.g. sromano@vcom.edu

Once you have tapped “Next” this window will appear. Please select “Sign In”
The following page will appear please use your VCOM username and email password and select “Sign in”

E.g.
Username: sromano
Password: Email Password

A new window will appear. Please select “Continue”.

Are you trying to sign in to Apple Internet Accounts?

Only continue if you downloaded the app from a store or website that you trust.
A final window will appear asking what items you want to continuously sync to your device. Leave all items turned on and click “Save”.

Congratulations! You have successfully added an email account to your iPhone.