

General information

If you are a non-UAntwerp employee or student who has gained access to our Microsoft 365 environment (e.g., via Microsoft Teams) and wish to leave our organisation, you can do so using the steps explained in this document.

Leaving the UAntwerpen organisation

To remove your personal or non-UAntwerp work account from our organisation, proceed as follows:

- Go to <u>https://myapplications.microsoft.com/</u> and log in with your personal or non-UAntwerp work account.
- At the top left, click on **My Apps** and then select **My Account** (1).
- Click on **Organisations** (2), then look up the line for the University of Antwerp. Click on the **Leave** link at the back right (3) to leave our organisation.

| | Universiteit Antwerpen My A | ccount v | ጽ | 品 | ? | |
|----|--------------------------------|--|---|---|------|----|
| | | ับ Organizations | | | | |
| 8 | Overview | Home organization | | | | |
| 8, | Security info | Your work or school account belongs to your home organization. You can not leave your home organization. Learn more | | | | |
| | Devices | Other organizations you collaborate with | | | | |
| P | Password 2 | You have quest accounts for the following organizations. You can leave organizations you no longer work with. Learn more | | | | |
| ð | Organizations | | | | | _ |
| 鐐 | Settings & Privacy | Universiteit Antwerpen (Signed in) Privacy statement | | | Leav | re |
| 2 | My sign-ins | | | | 3 | |
| o₽ | Give feedback | | | | | |

- On the next screen, click the Leave button to confirm leaving our organisation:





When this is successful you will see the following notification:

| Universiteit Antwerpen M | y Account \sim |
|-----------------------------|---|
| | All done! |
| | You've left 792e08fb-2d54-4a8e-af72-202548136ef6 |
| | It may take up to 30 minutes for this to be reflected on the organization page. Questions? Please email 792e08fb-2d54-4a8e-af72- 202548136ef6's privacy contact. |
| | 792e08fb-2d54-4a8e-af72-202548136ef6 privacy contact: email not provided |
| | You can now close this tab. |
| | |

You will also receive an e-mail message about this:

| U hebt de organi From Microso ■ Details | satie Universiteit Antwerpen verlaten ☐ ft Invitations <invites@microsoft.com> on 16-11-2023 9:03 am Headers ☐ Plain text</invites@microsoft.com> | |
|---|--|--|
| | Universiteit Antwerpen | |
| | U hebt de organisatie Universiteit Antwerpen verlaten. U hebt geen toegang meer tot de toepassingen van de organisatie Universiteit Antwerpen. | |
| | De organisatie Universiteit Antwerpen kan eerder verzamelde gegevens over u blijven bewaren. Zie de organisatie Universiteit Antwerpen privacyverklaring voor meer informatie over de manier waarop Universiteit Antwerpen uw gegevens verwerkt. | |
| Facilitated by : Microsoft Corpo | vation, One Microsoft Way, Redmond, WA 98052 | |

Still unsuccessful?

If leaving our organisation in this way does not seem to work, please contact our ICT department at sysua@uantwerpen.be. They will then manually remove your account with us from our Microsoft 365 environment.