

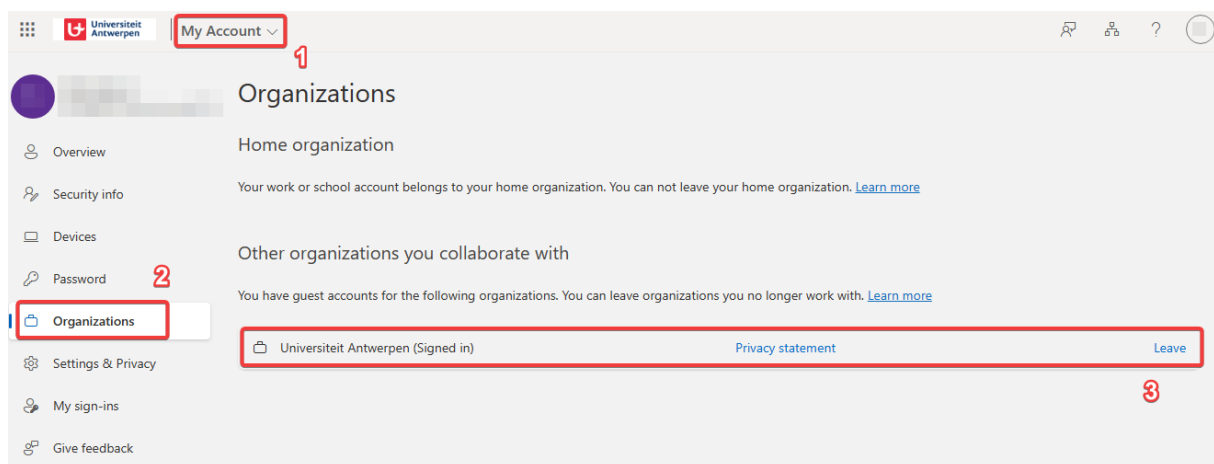
General information

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.

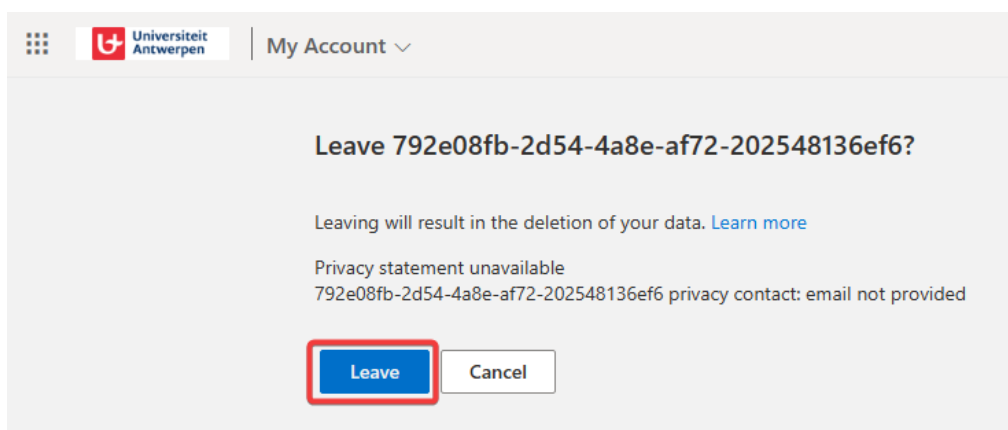
Leaving the UAntwerpen organisation

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

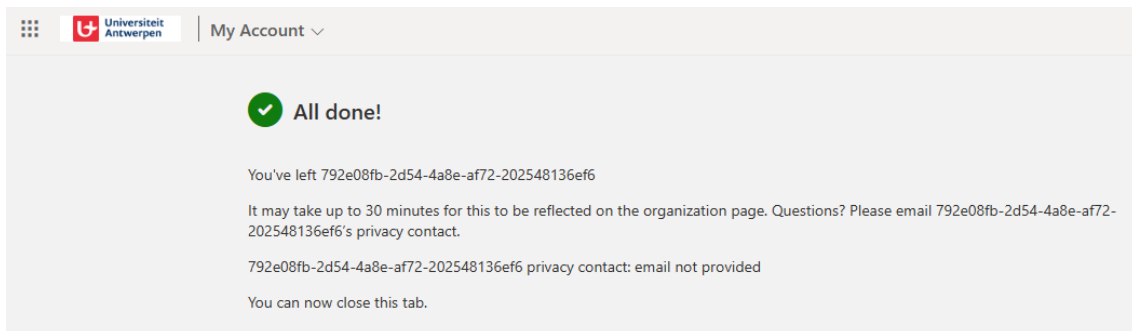
- Go to <https://myapplications.microsoft.com/> and log in with your personal or non-UAntwerp work account.
- At the top left, click on **My Apps** and then select **My Account** (1).
- Click on **Organisations** (2), then look up the line for the University of Antwerp. Click on the **Leave** link at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



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



When this is successful you will see the following notification:



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

U hebt de organisatie Universiteit Antwerpen verlaten



From **Microsoft Invitations** <invites@microsoft.com> on 16-11-2023 9:03 am

 Details  Headers  Plain text



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.