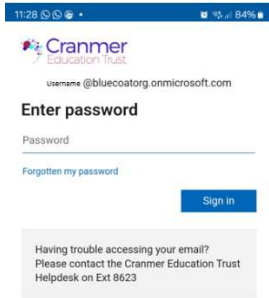


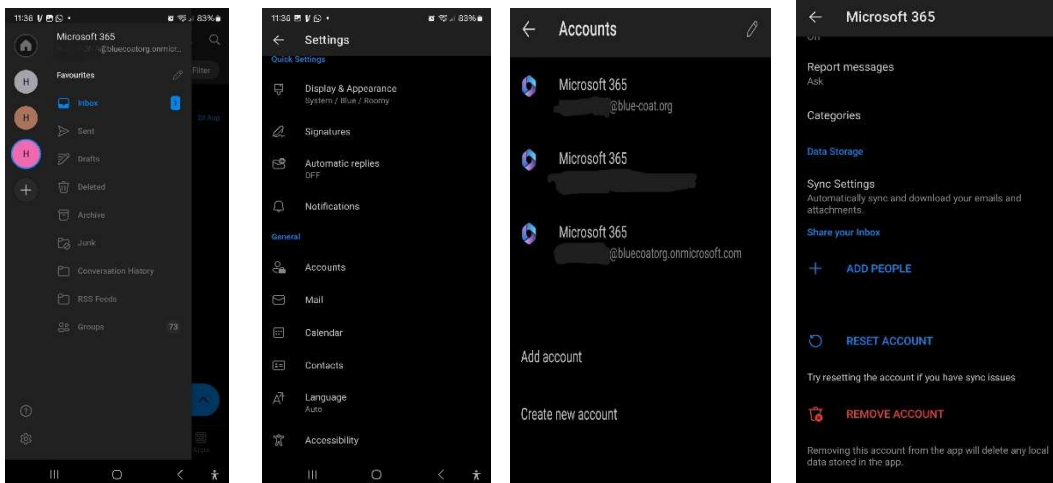
ANDROID NEW TENANT HOW TO

On the Android Phone when you are stuck in the old tenant as show in the diagram below.



First step, go to the settings I am using Samsung as reference might be different on other makes, select Accounts and backup, Mange accounts scroll down until you see any account with username@bluecoastorg.onmicrosoft.com select and remove account. Make sure you sign out on all Microsoft related Apps (Teams, Outlook, OneNote, SharePoint and 365 if installed)

Proceed to the outlook App if installed and select settings. Ensure the Microsoft 365 account with the username@bluecoastorg.onmicrosoft.com is removed as shown in the diagrams below.



Login back into Outlook by selecting add account, if accounts populated as shown in the second picture unticked the irrelevant ones leaving the of username@blue-coat.org press continue to insert your password or you skip the second picture typing your username as shown in the third picture. Then you be prompted to enter password in page like the fourth picture which the new tenant.

