

A Step-by-Step guide on how to sign out of your Great Circle 365 accounts and log in to your KVC Office 365 apps on your iPhone:

1. Open the Settings app on your iPhone.
2. Scroll down and tap on "Passwords & Accounts."
3. Find your Great Circle account and tap on it.
4. Tap "Delete Account" and confirm that you want to delete the account.
5. Download and install the Microsoft Outlook app from the App Store.
6. Open the Outlook app and tap "Get Started."
7. Enter your KVC email address and tap "Add Account."
8. Enter your KVC email password and tap "Sign in."
9. If you have multi-factor authentication (MFA) enabled on your account, you'll need to verify your identity by entering the code sent to your phone or other authentication device.
10. The app will ask for permission to access your contacts, calendar, and other information. You can choose to allow or deny this access.
11. After granting permission, you'll be taken to your inbox where you can start using the app.
12. To switch to your KVC Office 365 apps, go back to the home screen on your iPhone and tap on the "Office" app (this app may be labeled as "Microsoft Office" or "Office 365").
13. Enter your KVC email address and password and tap "Sign in."
14. If you have MFA enabled, you'll need to verify your identity by entering the code sent to your phone or other authentication device.
15. Once you're signed in, you'll have access to your KVC Office 365 apps, including Word, Excel, PowerPoint, and OneNote.

That's it! You have successfully signed out of your Great Circle 365 accounts and logged in to your KVC Office 365 apps on your iPhone.

If you need further assistance, please submit a help desk ticket at mysupport.great-circle.org. Our support team will be happy to assist you.