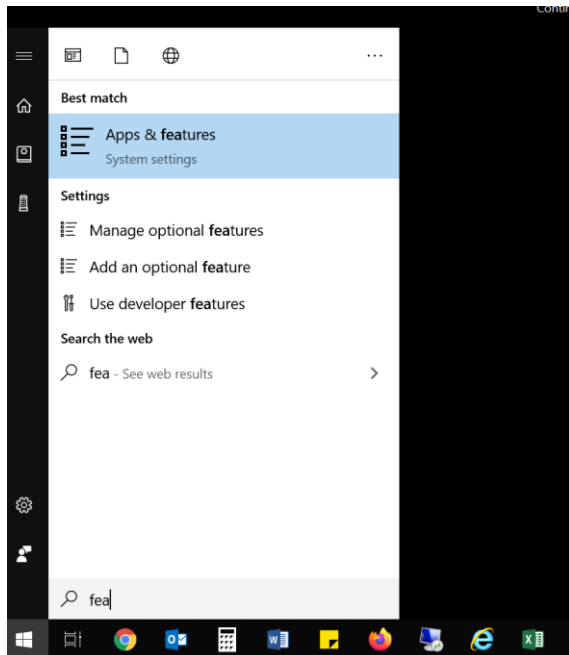# Removing and Uninstalling EMS for Outlook
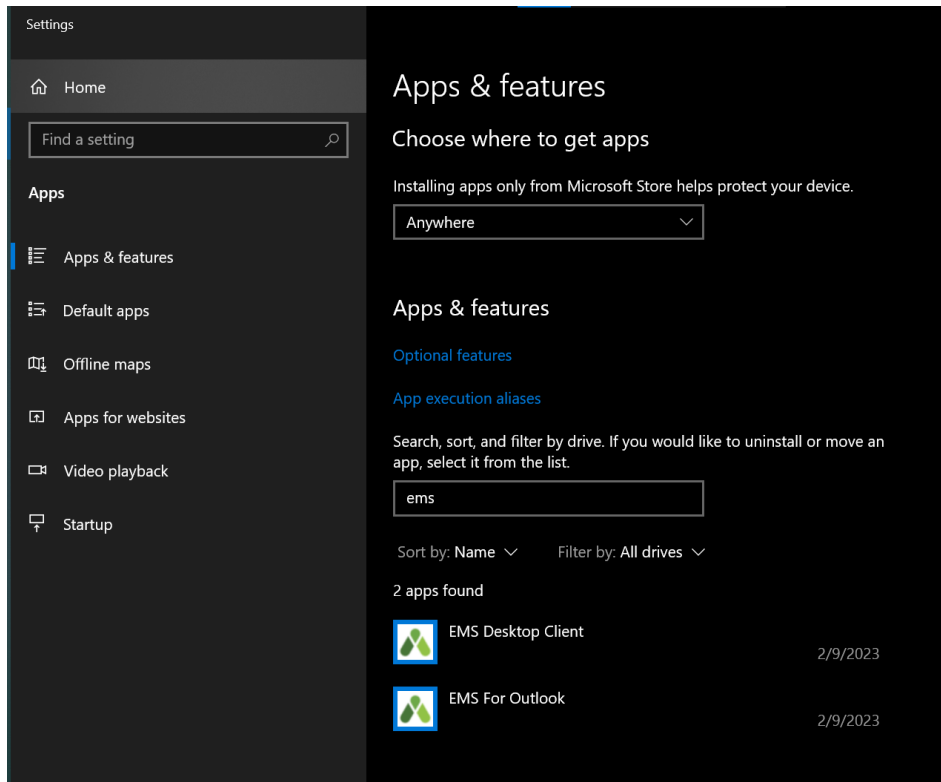
Removing

Step 1: Open Apps & Features.

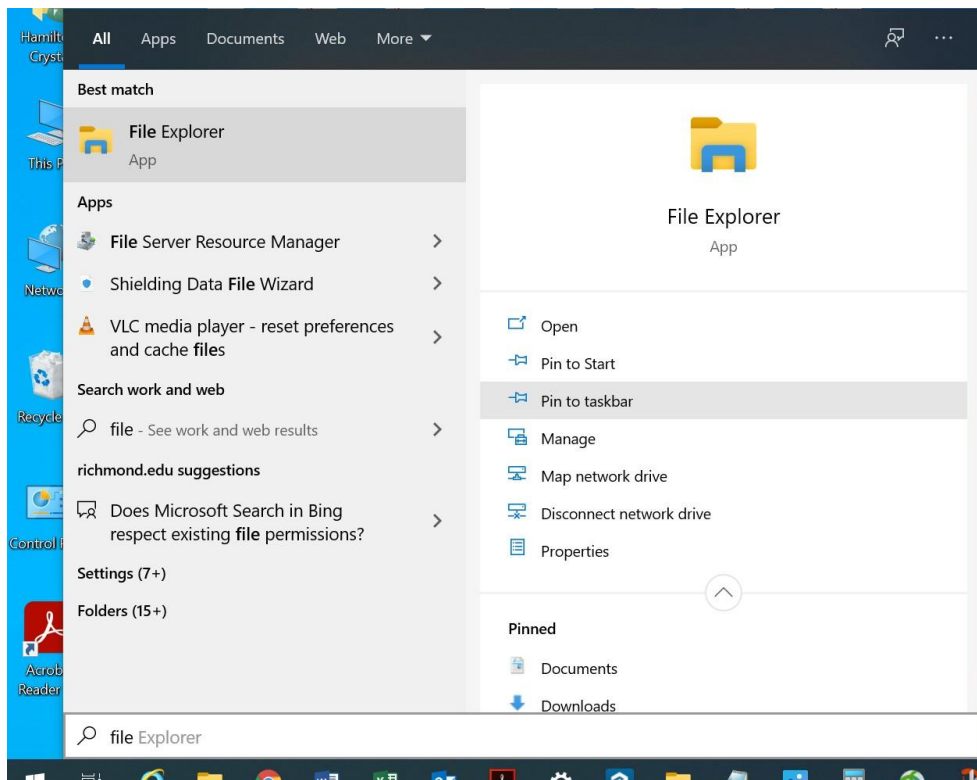From the *Start Menu* or *Control Panel*, select *Apps &Features.*

Step 2. Locate EMS For Outlook and Uninstall.

Select *EMS For Outlook* from the list of applications by selecting and clicking *Uninstall*. You will be prompted with a confirmation of your selection to uninstall EMS For Outlook. Select *'Yes'*.
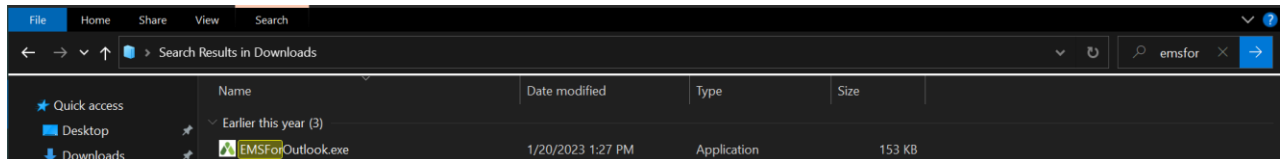
Step 3: Open the Downloads Folder from File Explorer.
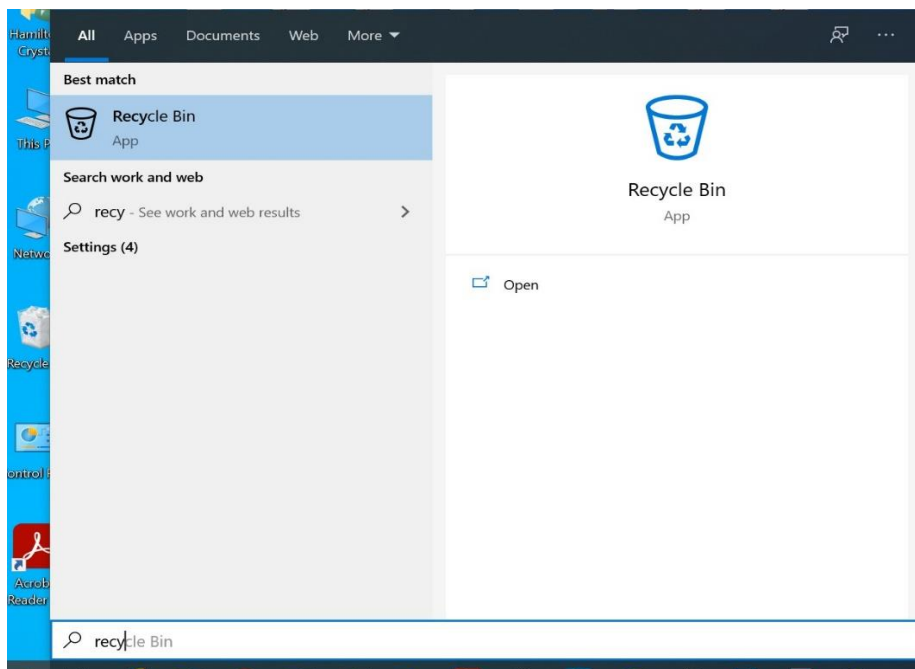From the *Start Menu* locate *File Explorer* and open *Downloads.*

Step 4: Delete EMS Files.

Search for "EMSFor" using the search feature in the top right corner. Select each instance, right click and delete. The goal is to make sure there are no remnants in *Downloads.*
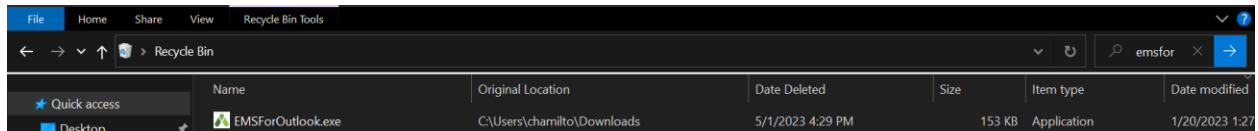

Step 5: Open the Recycle Bin.

From the *Start Menu* or *Desktop* locate and open *Recycle Bin.*

Step 6: Permanently Delete EMS Files.

Search for "EMSFor" and using the search feature in the top right corner. Select each instance, right click and delete. You will be asked if you are sure you want to permanently delete the file. Select "Yes". The goal is to make sure there are no remnants in the *Recycle Bin.*

Step 7: Close Outlook and reopen

Go to your Calendar and select "New Meeting". Make sure the EMS logo is no longer present. Resume Outlook Use as Normal