Removing Email Forwarding Rules in Classic Outlook and Outlook Online

Classic Outlook Email:

1. On the ribbon, select the **Home** tab, then in the **Move** section, select **Rules** > **Manage Rules & Alerts**

Rules & Theres.										
File	Hor	ne Send / Receive	Folder	View Help	Foxit PDF	${ig Q}$ Tell me what you want to do				
New Imail I	New tems •	Schedule a Start Instant Meeting * Meeting *	New Meeting	ि Ignore Marclean Up ▼ Sunk ▼	Delete Archive	Reply Reply Forward All	Saved Saved Team Email Jone Reply & Delete Create New	4 F	Move Rules	U
Nev	N	Zoom	TeamViewer	De	lete	Respond	Ouick Steps	5	Move	

2. Locate the Forwarding Rule.

Rules and Alerts			×		
Email Rules Manage Alert	5				
<u> N</u> ew Rule C <u>h</u> ange F	tule • 📴 <u>C</u> opy 🗙 <u>D</u> elete 🛛	Run Rules Now Opti	ons		
Rule (applied in the orde	r shown)	Actions	~		
forwardtome@myemail.	com		11 11		
[External] Informational	-severity alert		ΞŢ		
Rule description (click an u Apply this rule after the n forward it to	nderlined value to edit): essage arrives e@myemail.com		~		
Enable rules on all messages downloaded from RSS Feeds					
		OK Cancel	Apply		

3. Highlight the rule by clicking the check box next to it.

4. Click the **Delete button** that is located above the list of rules. Then select **YES** to delete the rule.

	ge Alerts		_		
📑 <u>N</u> ew Rule C	hange Rule •	🖻 Copy 🗙 Delete	e ▲ ▼ <u>R</u> u	n Rules Now Opt	tions
Rule (applied in	the order sho	wn)	Ac	tions	^
forwardtome@	myemail.com			2 	Į.
lule description (c Apply this rule af with <u>[External] Inf</u> move it to the <u>De</u>	Microso	ft Outlook Delete rule "[External]	Informational-	severity alert"?	~
Enable rules on	all messages	downloaded from RSS	Feeds		

5. Select **Apply** to save the changes.

Outlook Online:

- 1. At the top of the page, select Settings.
- 2. Select Mail > Forwarding.

Settings	Layout Compose and reply Smart suggestions	Forwarding You can forward your email to another account.		
৫ Search settings				
Mail	Attachments Rules	Forward my email to:		
es People	Sweep Junk email Quick stops	Enter an email address Keep a copy of forwarded messages		
	Customize actions			
	Sync email Message handling			
	Forwarding			

3. Turn off forwarding by clicking on the slider moving it to the left.

Settings	Layout	Forwarding
Settings Q Search settings General Mail Calendar 23 People	Layout Compose and reply Smart suggestions Attachments Rules Sweep Junk email Quick steps	Forwarding You can forward your email to another account. Enable forwarding
	Sync email Message handling Forwarding	