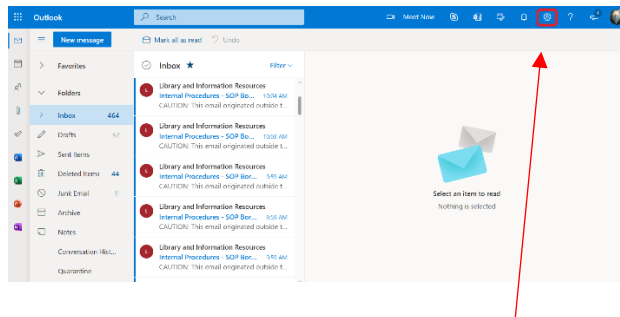
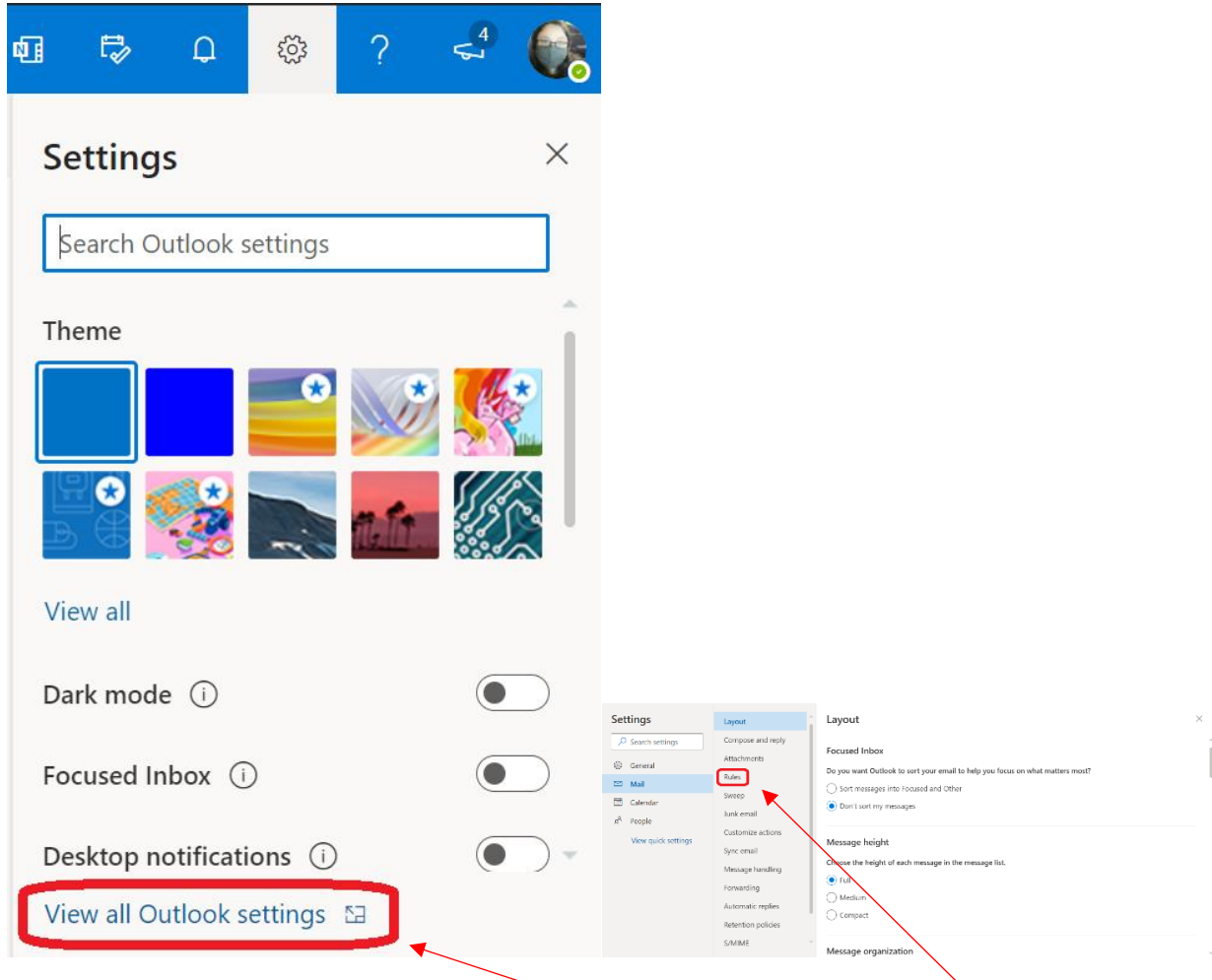


Check Rules and Forwarding

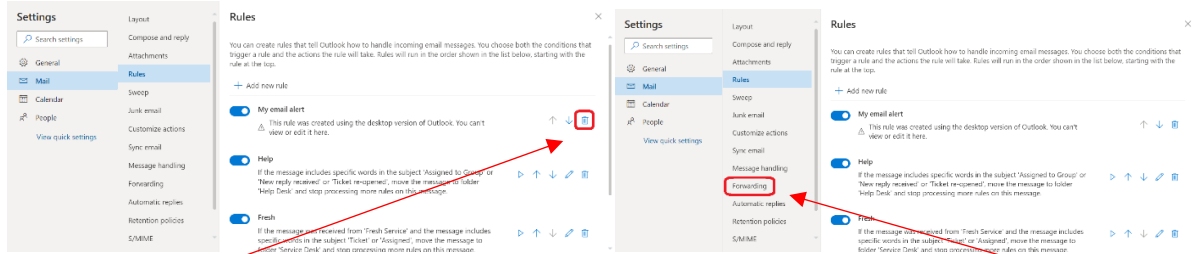


1. In your email account, click on the Settings icon.



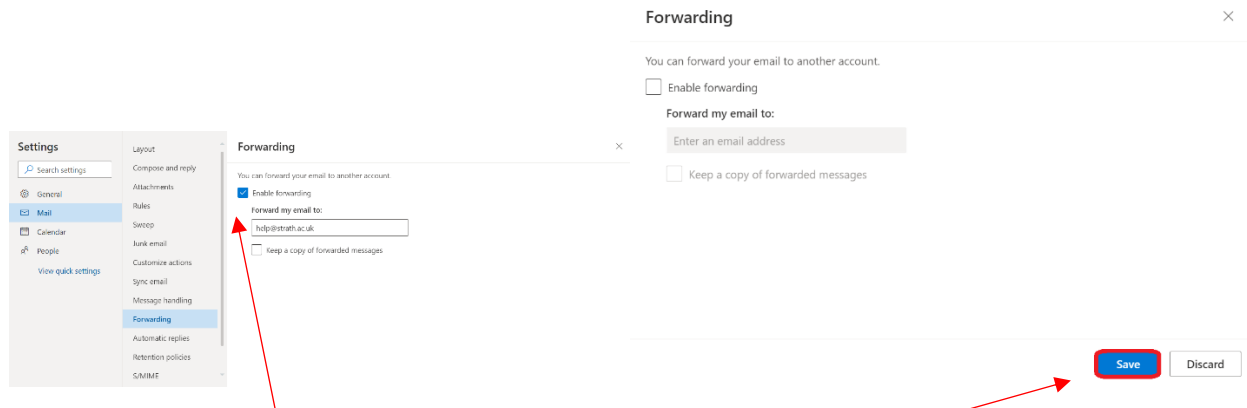
2. In the drop-down menu, click on View all Outlook settings.

3. In the Settings pop-up window, in the Mail navigation pane, click on Rules.



4. Check that all the Rules were created by you. If you see any you do not recognise, click on the Delete icon next to it.

5. In the Mail navigation pane, click on Forwarding.



6. Check that any Forwarding redirects were set up by you. If you see any you do not recognise, untick the box next to Enable Forwarding.

7. Click on Save.

Was this information helpful?

CONTACT US

Email: help@strath.ac.uk **Call:** 0141 548 4444