Disable the auto-forwarding rule in Outlook
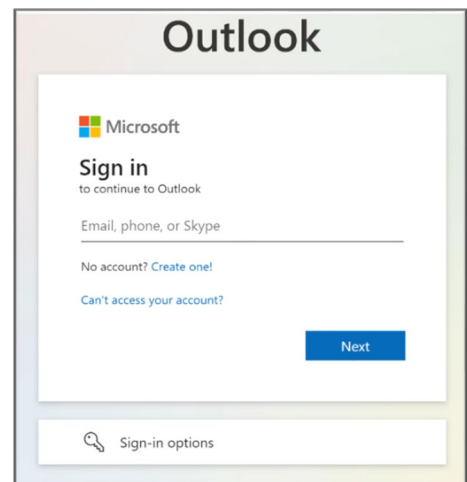
Updated: 13 September 2023

To complete this task, you will need:

- Your zID@ad.unsw.edu.au, email address account and password.
- A computer with internet access.
- A smartphone (linked with MFA) with data connection.
- To use Outlook on the Web (OWA).

Instructions

1. On your browser open Outlook on the web (OWA) .

2. Enter your UNSW *zID@ad.unsw.edu.au* and password.

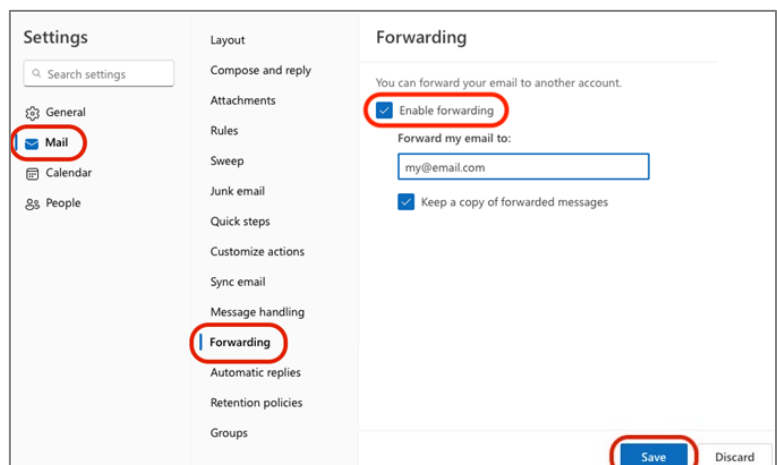   a. If required, authenticate with multi-factor authentication (MFA).

Now select from one of two options and continue:

Option 1: Disable via *Mail > Forwarding*

3. At the top menu, select **Settings** ⚙ .

4. Select **Mail**

5. Select **Forwarding.**

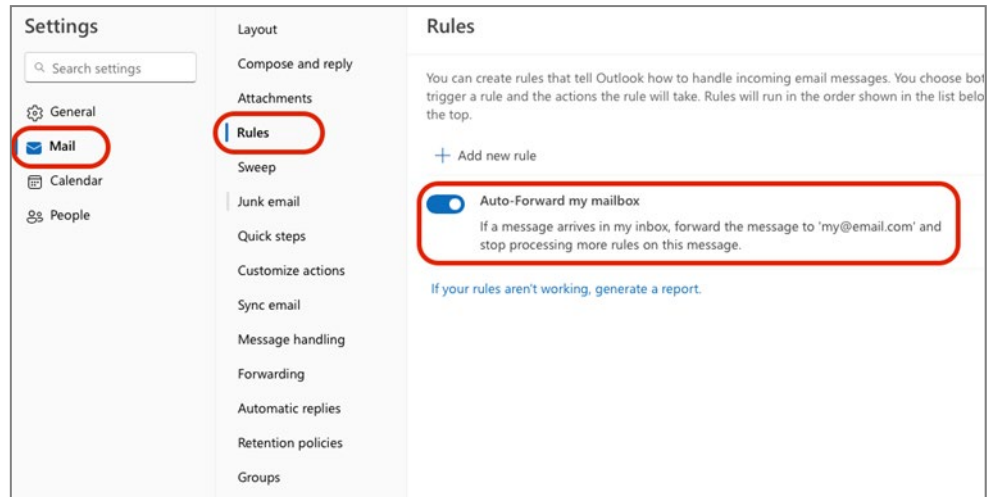6. Untick **Enable Forwarding**

7. Click **Save**.
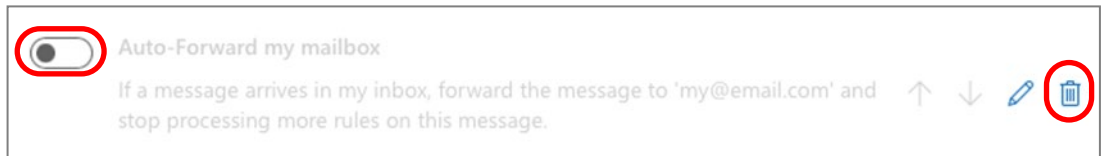
Option 2: Disable via *Inbox rules.*

3. Select **Mail**

4. Select **Rules.**

Auto-forwarding rules are displayed with an "If a message arrives in my inbox, forward the message to…"

5. Turn off the rule using the toggle bar, or

6. Use the 'bin' to delete the rule.

Congratulations, you have now successfully disabled auto-forwarding rules in Outlook.