

Disable the auto-forwarding rule in Outlook

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To complete this task, you will need:

- Your <u>zID@ad.unsw.edu.au</u>, 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).

Outlook	
Microsoft	
Sign in to continue to Outlook	
Email, phone, or Skype	
No account? Create one!	
Can't access your account?	
	Next
Sign-in options	
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Instructions

- 1. On your browser open <u>Outlook on the web (OWA)</u>
- 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..."

Settings	Layout	Rules
Q. Search settings Compose and rept Image: Calendar Attachments Image: Calendar Sweep Image: Calendar Junk email Quick steps Customize actions Sync email Message handling Forwarding Automatic replies Retention policies Retention policies	Compose and reply Attachments Rules Sweep	You can create rules that tell Outlook how to handle incoming email messages. You choose bot trigger a rule and the actions the rule will take. Rules will run in the order shown in the list belo the top. + Add new rule
	Junk email Quick steps Customize actions Sync email Message handling Forwarding Automatic replies Retention policies	Auto-Forward my mailbox If a message arrives in my inbox, forward the message to 'my@email.com' and stop processing more rules on this message. If your rules aren't working, generate a report.

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.

