1. Click on file

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	File	lome Ser	nd / Receive	Folder	View	Help	Q	Tell me what y	ou want t	o do	
Î	New Nev Email Items] New Meeting	© Ignore © Clean U <mark>∕ Junk →</mark>	p - Delete	Archive	Reply	Reply All	Forward	eting re →	 Office Emails Team Email Reply & Delete 	→ ✓ 季
	New	TeamView	er	Delete			F	Respond		Qu	iick Step
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l	▷ jwright@	schoolbusi	nessservices.c	o.uk		Unre Ve didn't i	ad ind anyt	By Date thing to show her	e∨ ↑ re.		
	▷ Server Er	rors			Curren	itiy displa	ying all i mon	messages newer t nths.	nan 12		
	▷ ICT Servi	cedesk									

2. In 'Info' tab that should pop up first as standard, go to 'Manage Rules & Alerts'



3. Please now check any/all Rules and Alerts that have been set up and if there are any there you do not recognise or did not set up please delete this rule by selecting the rule. You will see this is greyed out when selected.

📻 New Rule Change Rule 🗸 🖹 Copy 🗙 Delete 🔺	<u>R</u> un Rules Now <u>Options</u>	
Rule (applied in the order shown)	Actions	AND 1
sent only to me		ïŧ
		~
Rule description (click an underlined value to edit):		
Apply this rule after the message arrives		
sent only to me		
and from Jessica Wright		
move it to the Office Emails folder		
and stop processing more rules		
Enable rules on all messages downloaded from RSS Feeds		

4. Click the 'Delete button'

	Rules and Alerts	\times
	Email Rules Manage Alerts	
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at		~
	Rule description (click an underlined value to edit):	
	Apply this rule after the message arrives sent only to me	
	and from Jessica Wright	
oty	move it to the <u>Office Emails</u> folder and stop processing more rules	
	Enable rules on all messages downloaded from RSS Feeds	
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ove	OK Cancel	Apply

5. A message will pop up to confirm you would like to delete this, so please check you have selected the correct Rule/Alert. If correct, click 'Yes'.

Rule (applied in the order sh sent only to me	own)	Actions	18
	Microsoft Outlook	×	
Rule description (click an unde Apply this rule after the mess sent only to me and from <u>Jessica Wright</u> move it to the Office Fmails f	Pelete rule "sent of Yes N	only to me*?	
and stop processing more r	ules		
Enable rules on all message	s downloaded from RSS Feeds	;	

6. Click 'OK' to confirm and save your changes and this will be done for you.

	Rules and Alerts	×
	Email Rules Manage Alerts	
uŗ	The New Rule Change Rule - Eng Copy Change Rule - Englishing Rules Now Options	
a/:	Rule (applied in the order shown) Actions	~
ac	Select the "New Rule" button to make a rule.	
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ha		
	Rule description (click an underlined value to edit):	
ipt		
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	Enable rules on all messages downloaded from RSS Feeds	
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10'	OK Cancel /	Apply