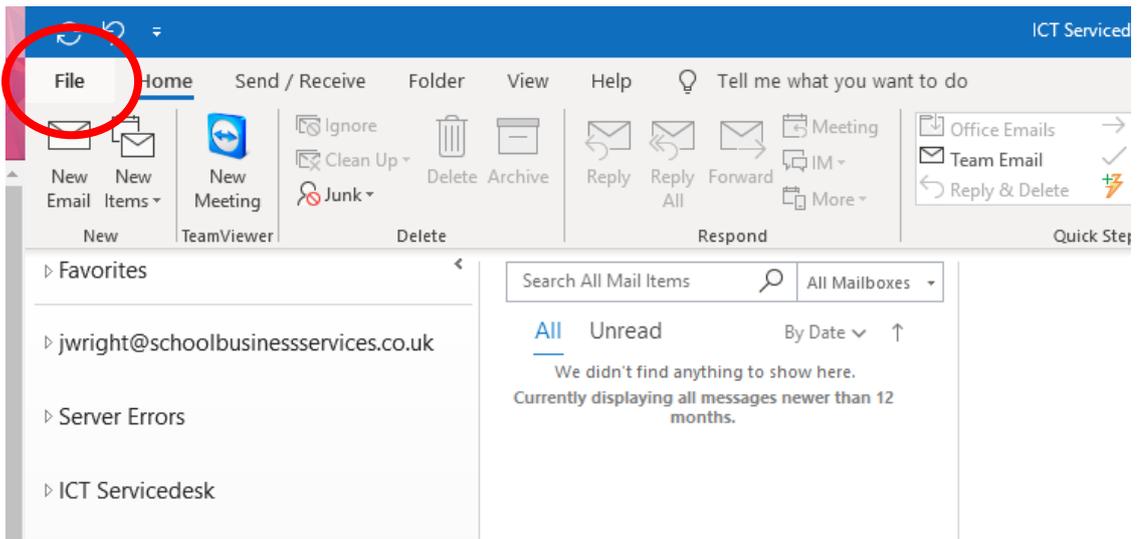
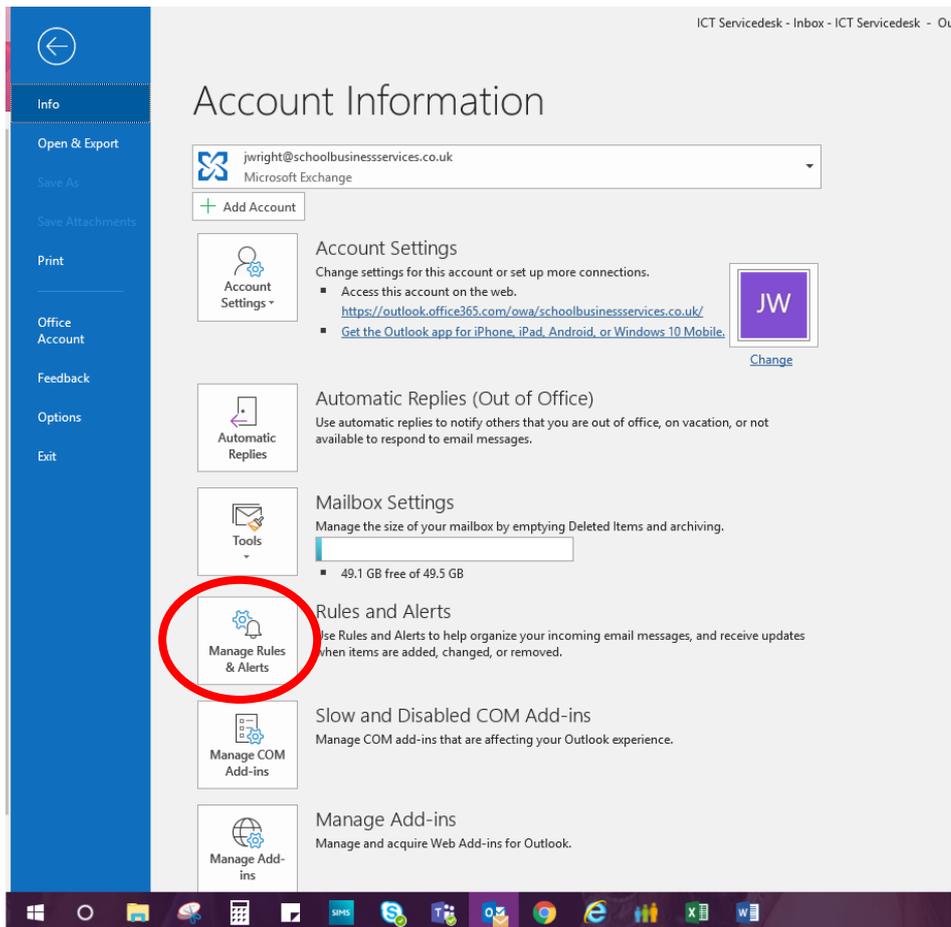


How to check email rules on Office 365 Desktop version

1. Click on file

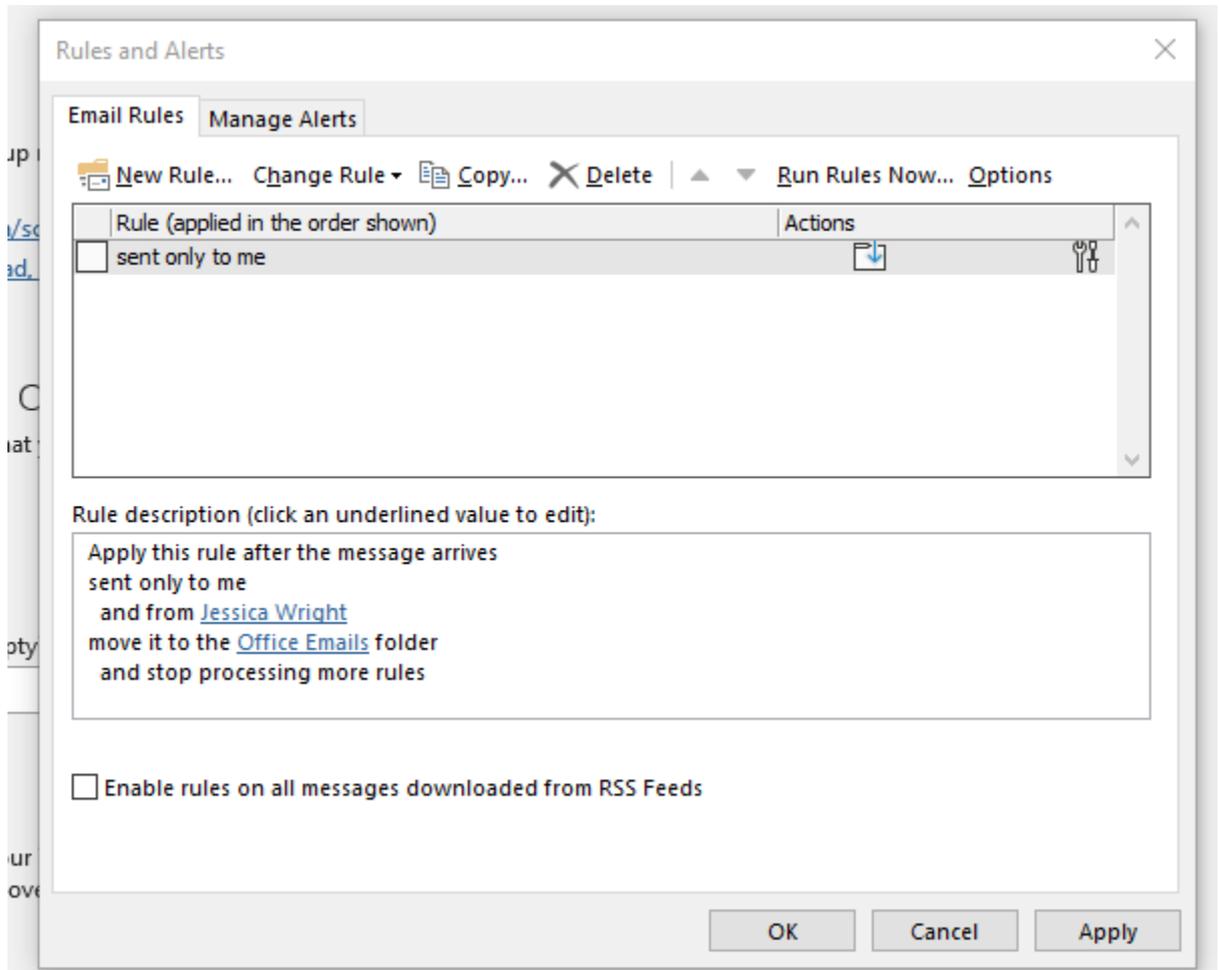


2. In 'Info' tab that should pop up first as standard, go to 'Manage Rules & Alerts'



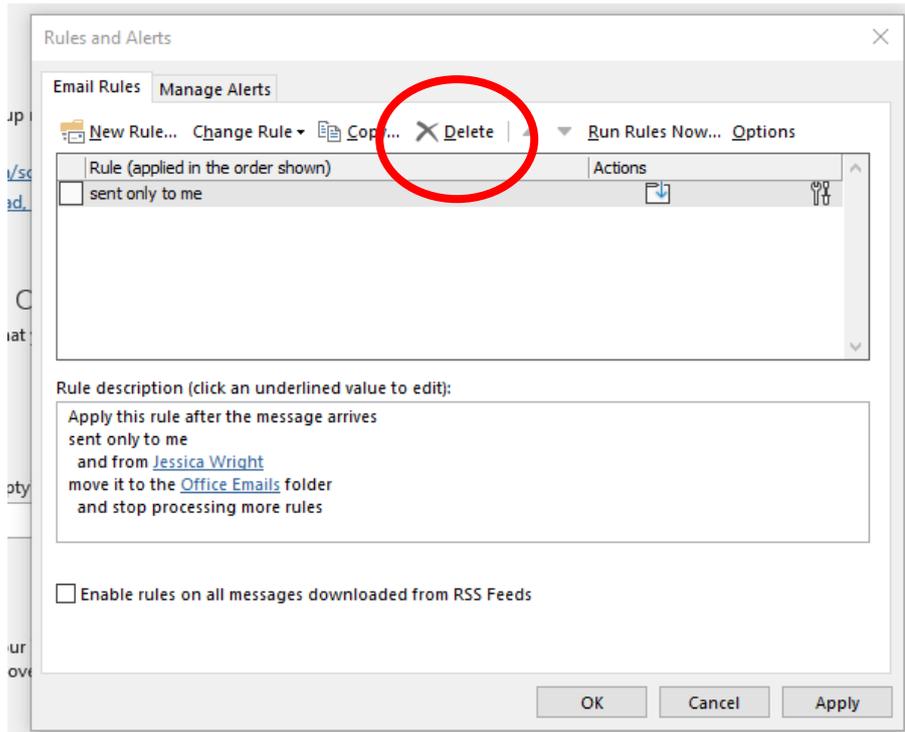
How to check email rules on Office 365 Desktop version

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.

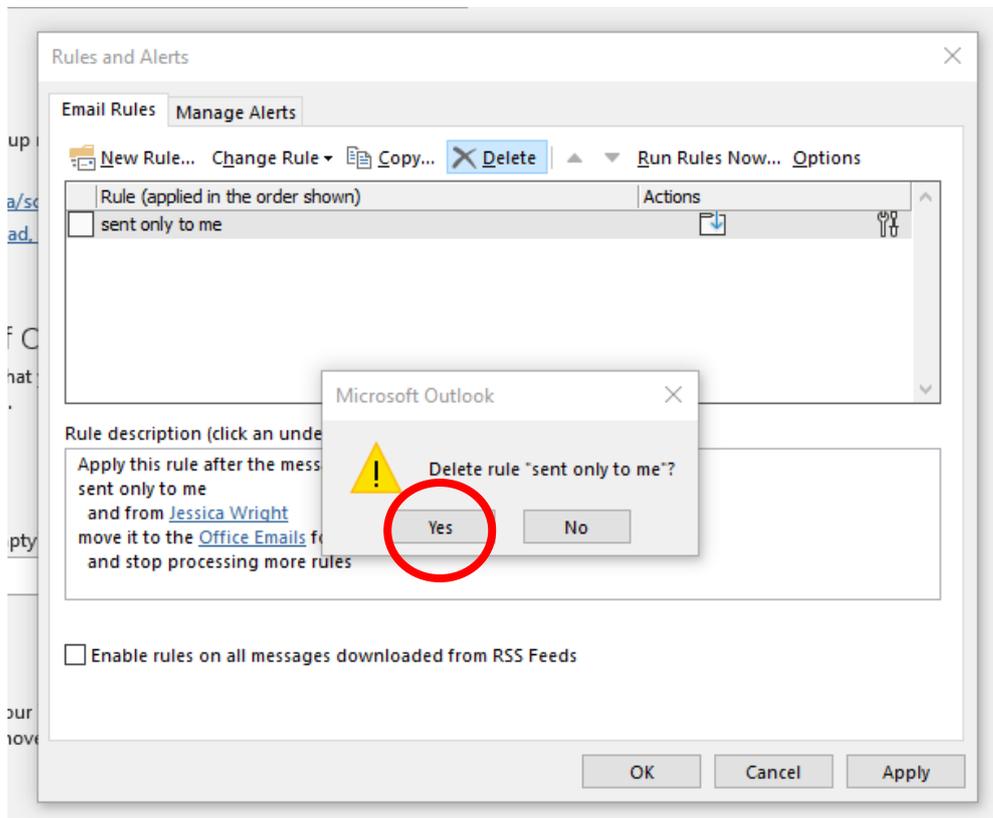


How to check email rules on Office 365 Desktop version

4. Click the 'Delete button'



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'.



How to check email rules on Office 365 Desktop version

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

