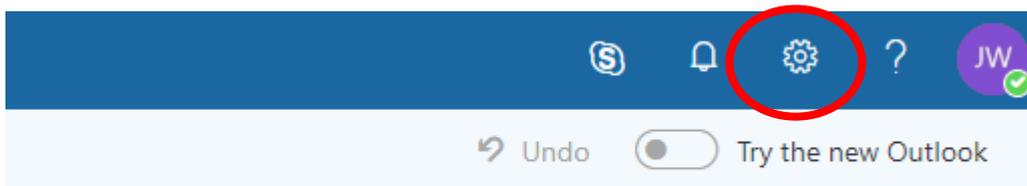
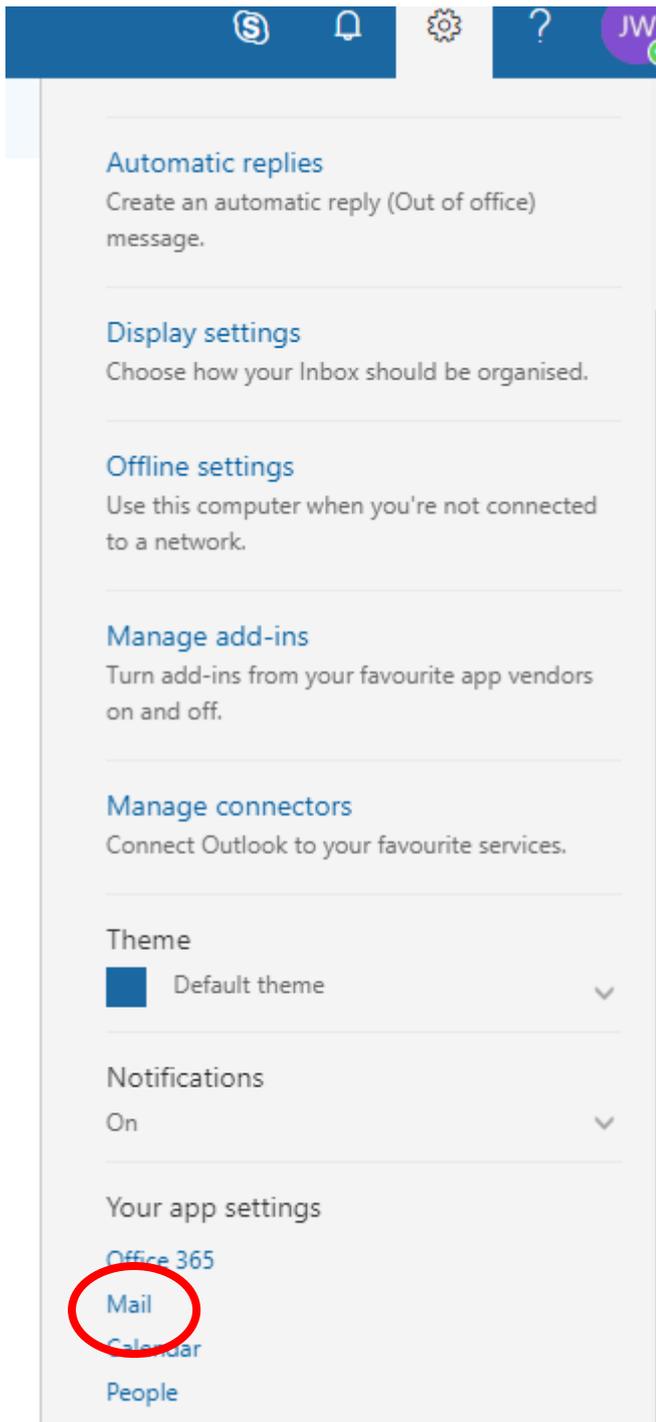


How to check email rules on Office 365 Web version

1. Click on the settings in the top right hand corner of your emails (looks like a cog)

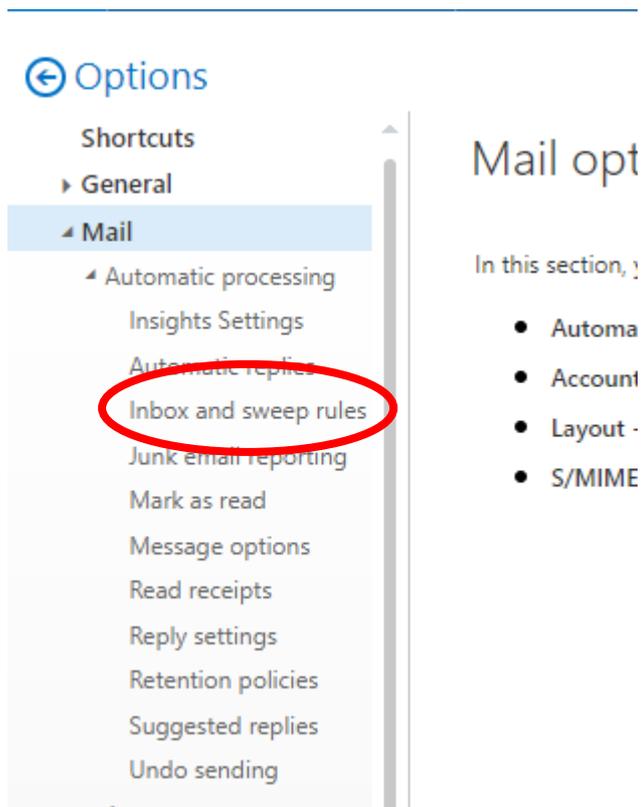


2. Scroll down to the bottom of this side bar and click 'Mail'



How to check email rules on Office 365 Web version

3. Go to 'Inbox and sweep rules'



4. 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.

Inbox rules

Choose how email will be handled. Rules will be applied in the order shown. If you don't want a rule to run, you can turn it off or delete it.



On	Name	
<input checked="" type="checkbox"/>	Forwarding rule	<p>Rule: Forwarding rule</p> <p>After the message arrives and... [Apply to all messages]</p> <p>Do the following... forward the message to 'Jessica Wright' as an attachment and stop processing more rules on this message</p> <p>This rule is: On</p>

Sweep rules

These rules run at regular intervals to keep your inbox clean.



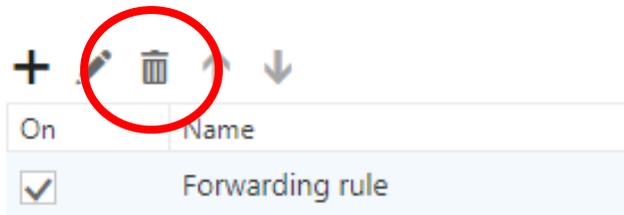
On	Name
----	------

How to check email rules on Office 365 Web version

- Click the 'Trash can' symbol

Inbox rules

Choose how email will be handled. Rules will be app



- This will now be deleted straight away so please check you are deleting the correct rule as you will have no option to double check and click 'No'. Click save once rule/alert has been deleted.

