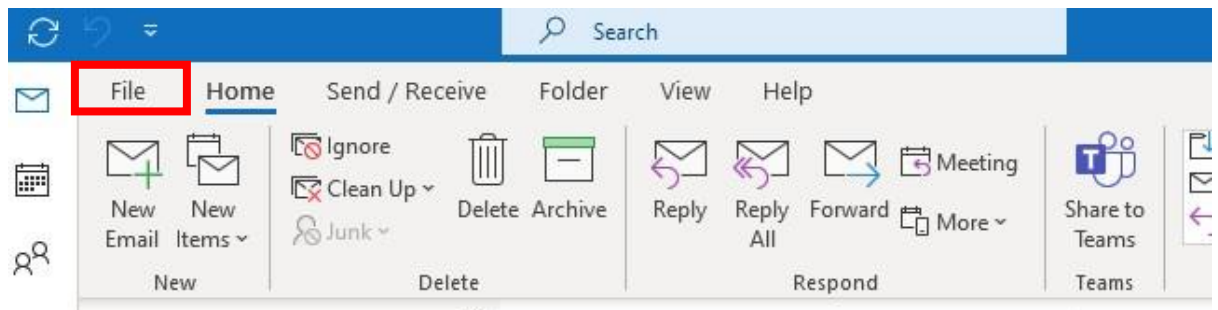




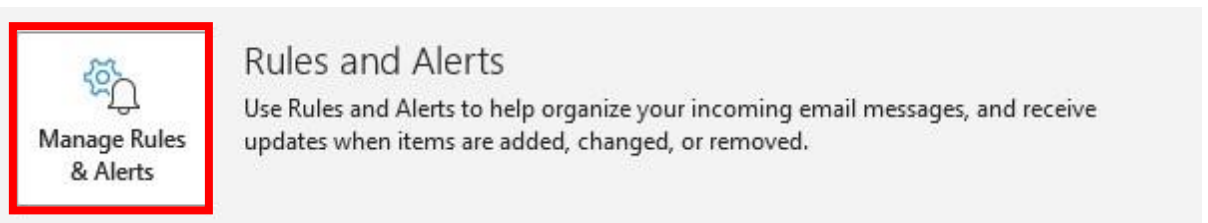
## Removing auto-forwards from your Edinburgh Napier Mailbox

To remove auto-forwards:

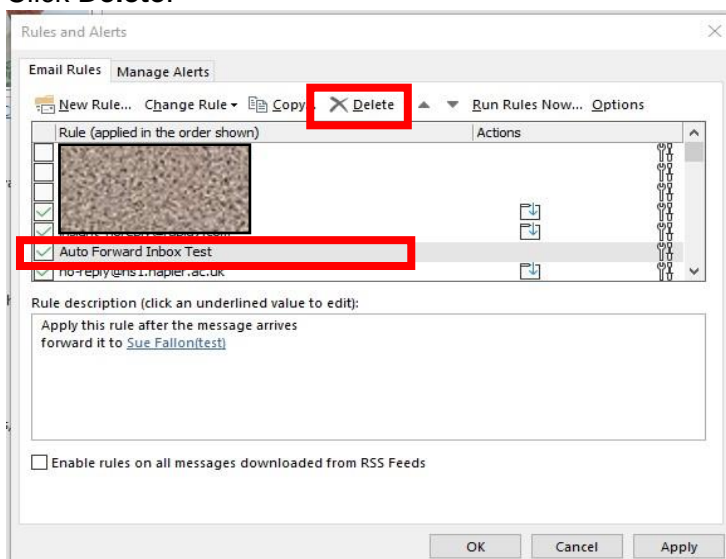
- Open your Edinburgh Napier University **Outlook**.
- From the ribbon bar, choose the option **File**.



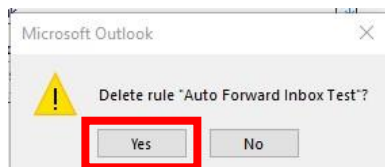
- Click on **Manage Rules & Alerts**.



- Select the **rule you wish to remove** by clicking the check box.
- Click **Delete**.



- Confirm that the correct rule is to be deleted and click **Yes**.



- Click on **Apply/OK**.