

Information Services

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.



Rules and Alerts

Use Rules and Alerts to help organize your incoming email messages, and receive updates when items are added, changed, or removed.

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

New Rule Change Rule - 🗈 Copy	elete 🔺 💌 Run Rules Now Op	tions
Rule (applied in the order shown)	Actions	^
	[1] [1]	940 1910 1910 1910 1910 1910
Auto Forward Inbox Test		Ϋ́́
no-reply@ns1.napler.ac.uk		1¥ ~
ule description (click an underlined value to edit):		
Apply this rule after the message arrives forward it to <u>Sue Fallonitest)</u>		
Enable rules on all messages downloaded from R	NSS Feeds	

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



• Click on Apply/OK.