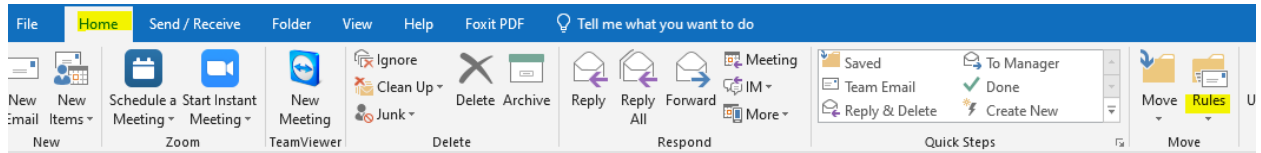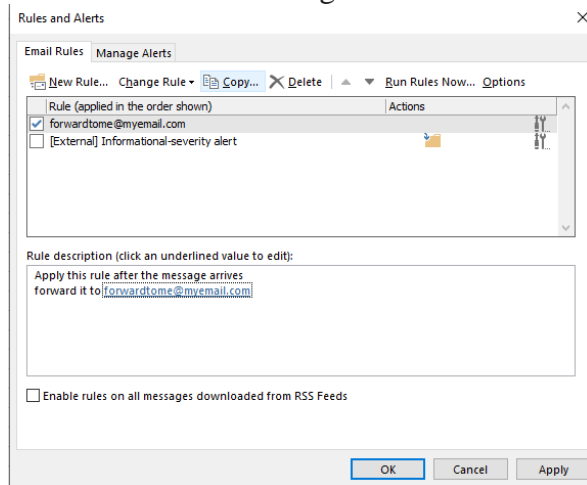# Removing Email Forwarding Rules in Classic Outlook and Outlook Online

Classic Outlook Email:
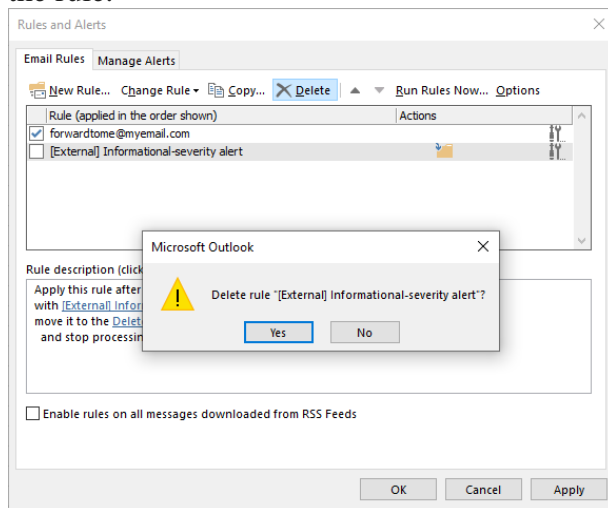
1. On the ribbon, select the **Home** tab, then in the **Move** section, select **Rules** > **Manage Rules & Alerts**.
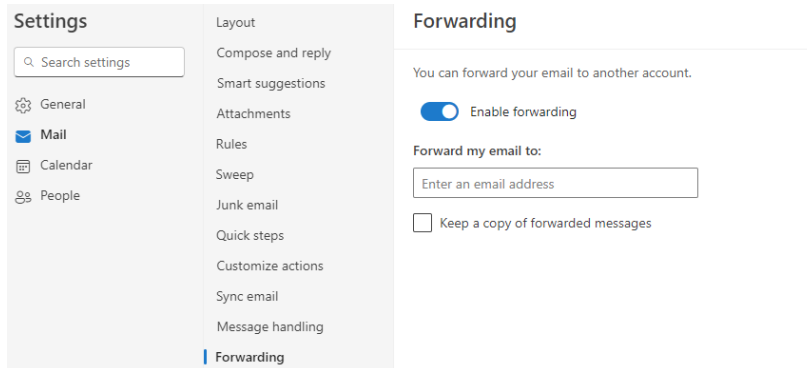

2. Locate the Forwarding Rule.

3. Highlight the rule by clicking the check box next to it.
4. Click the **Delete button** that is located above the list of rules. Then select **YES** to delete the rule.

5. Select **Apply** to save the changes.

Outlook Online:

1.   At the top of the page, select Settings.

2.   Select Mail > Forwarding.

3.   Turn off forwarding by clicking on the slider moving it to the left.