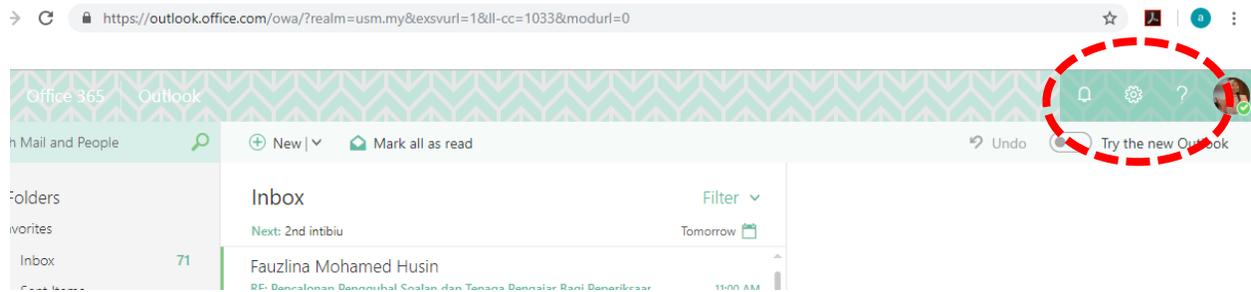
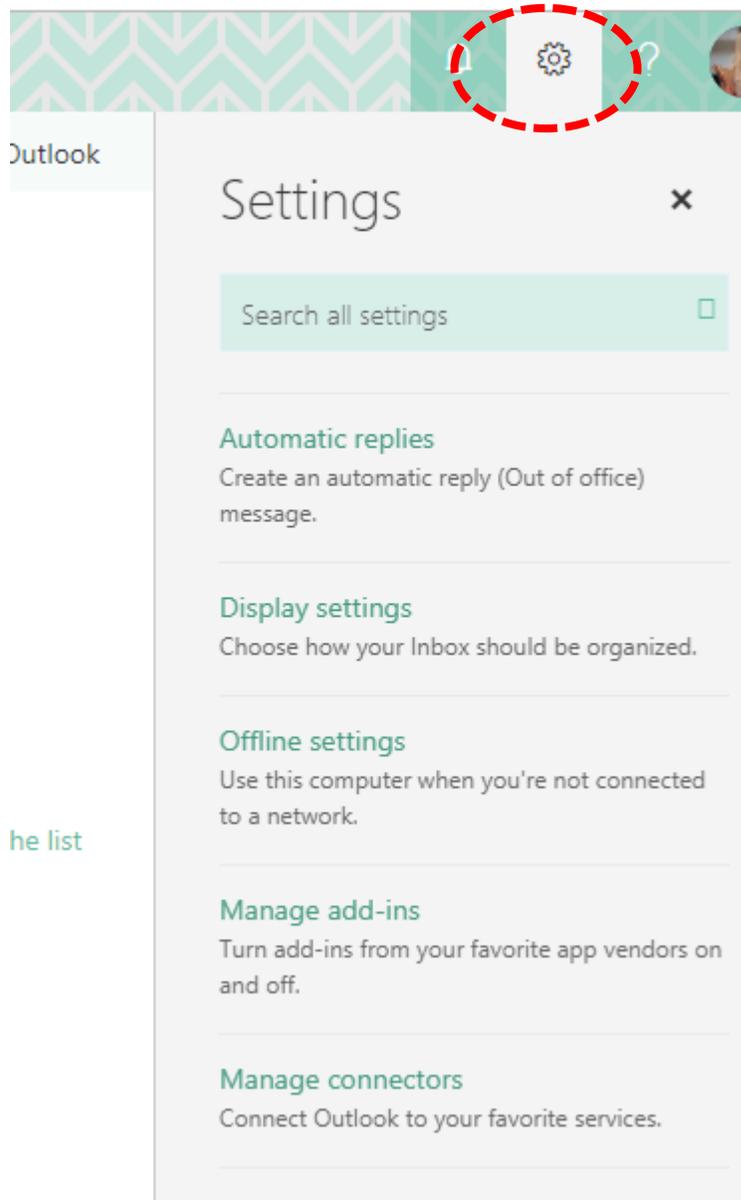


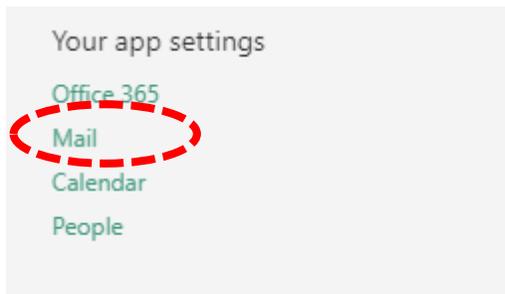
1. Login to email account. Go to Gear Settings



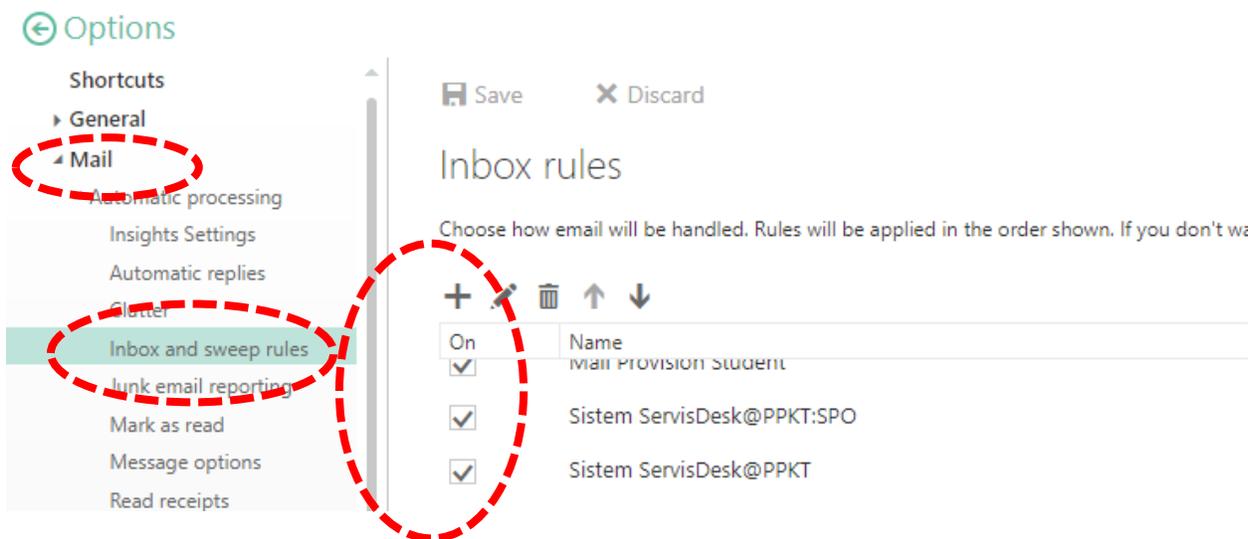
2. Click 'Settings'



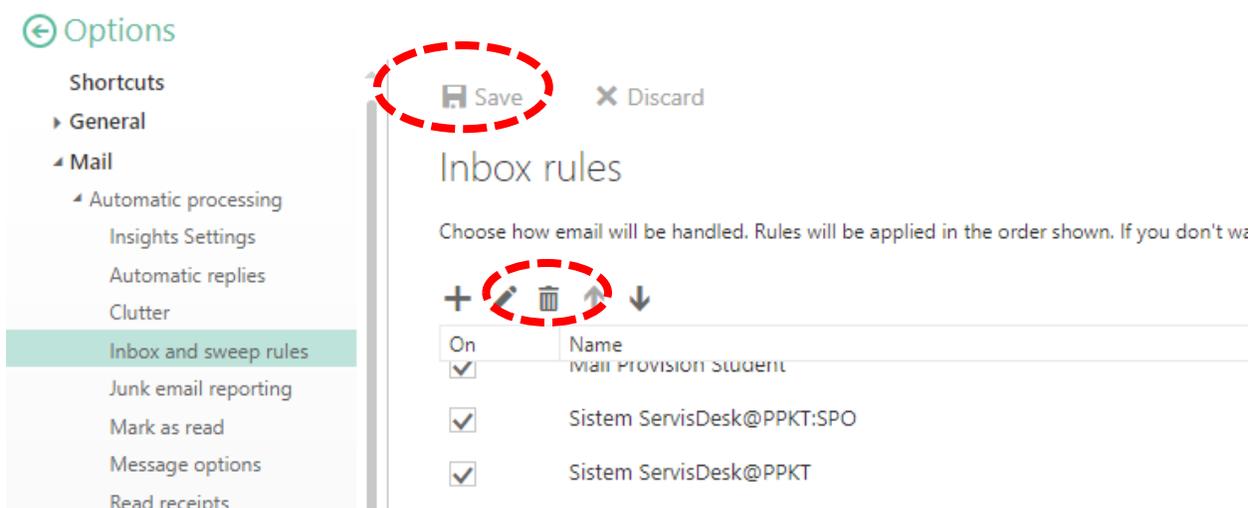
3. Bottom of the page. Click 'Mail'



4. Click 'Mail' on the left menu of the browser. Go to 'Inbox and sweep rules' option. Tick and delete any unwanted rules.

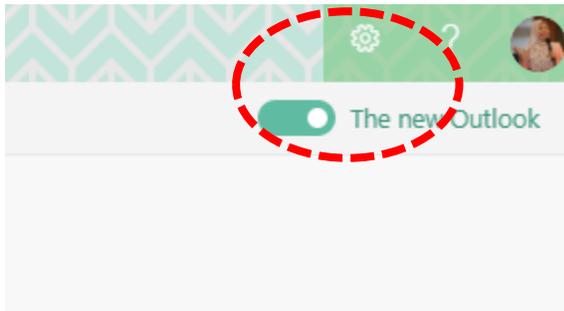


5. Click 'Dustbin' to delete ticked rules. Click 'Save'

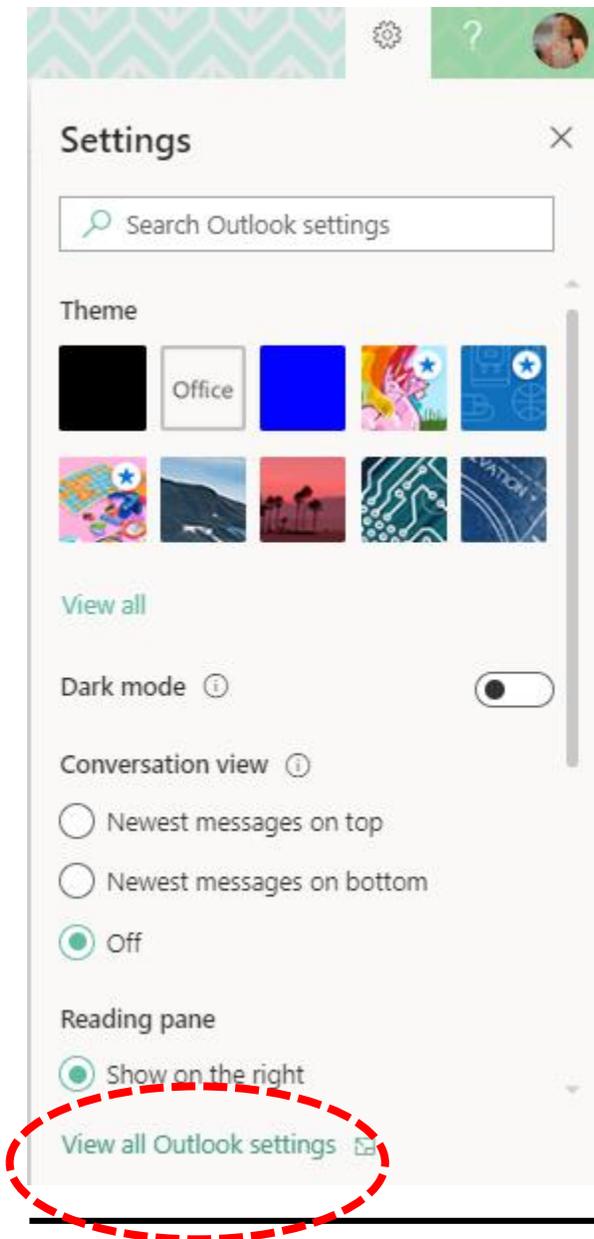


The new Outlook

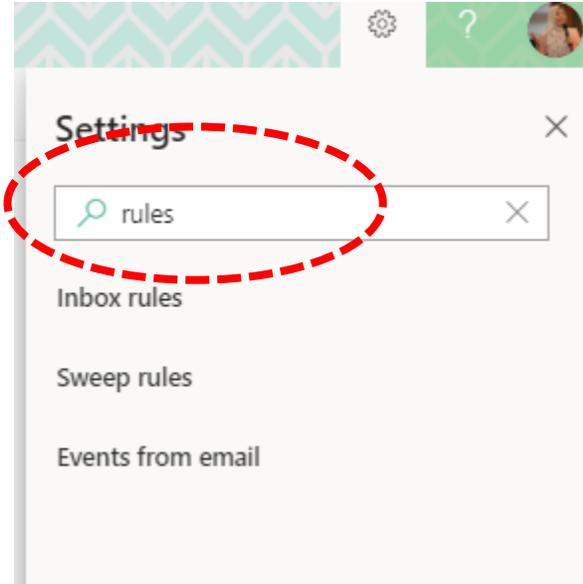
1. Click 'Settings'



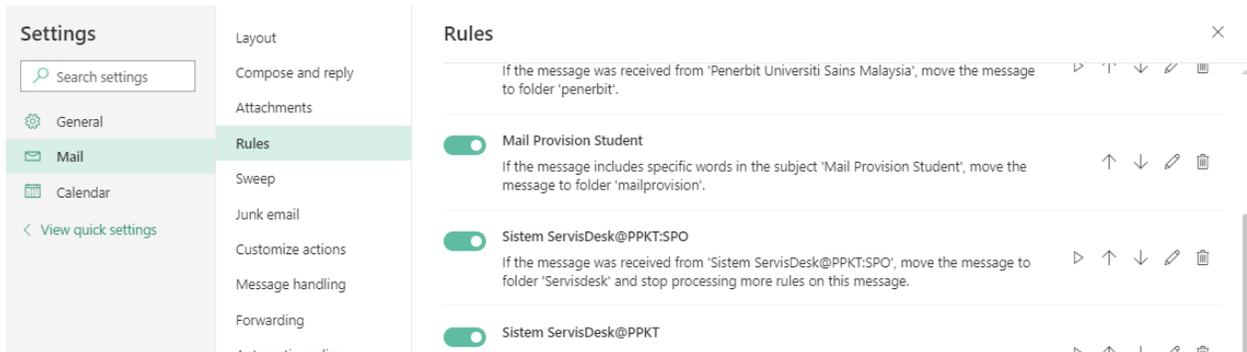
2. Click 'View all Outlook Settings'



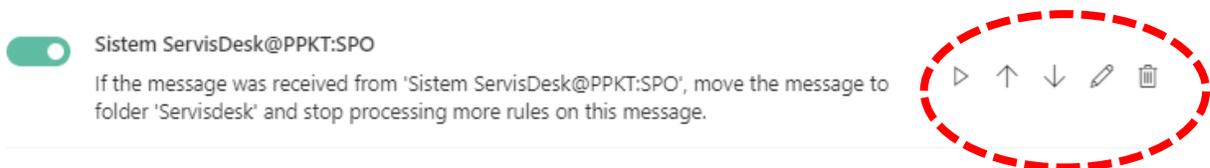
Or Search Outlook Settings. Type rules



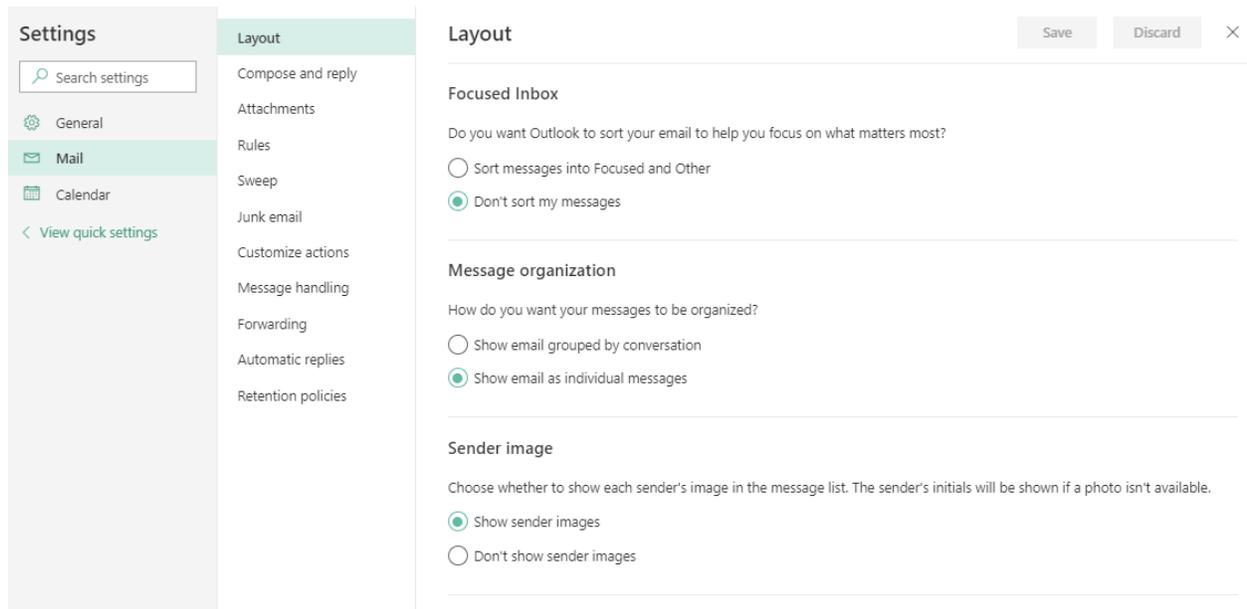
3. From Mail → Rules. Check unwanted Rules



4. Delete by clicking Dustbin



### 5. Click 'Save'



The screenshot shows the Outlook settings interface. On the left is a 'Settings' sidebar with a search box and categories: General, Mail (selected), and Calendar. Below these is a link to 'View quick settings'. The main area is titled 'Layout' and contains three sections: 'Focused Inbox', 'Message organization', and 'Sender image'. Each section has a question and two radio button options. The 'Save' button is visible in the top right corner.

**Settings**

Search settings

- General
- Mail**
- Calendar
- [View quick settings](#)

**Layout** Save Discard ×

**Focused Inbox**

Do you want Outlook to sort your email to help you focus on what matters most?

Sort messages into Focused and Other

Don't sort my messages

**Message organization**

How do you want your messages to be organized?

Show email grouped by conversation

Show email as individual messages

**Sender image**

Choose whether to show each sender's image in the message list. The sender's initials will be shown if a photo isn't available.

Show sender images

Don't show sender images