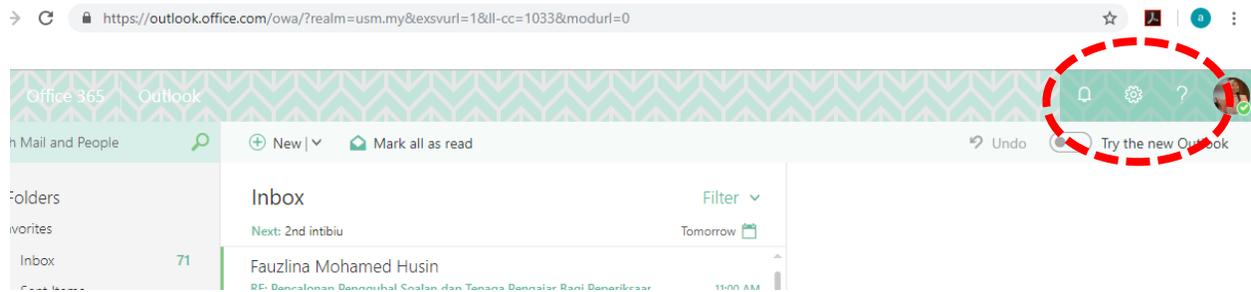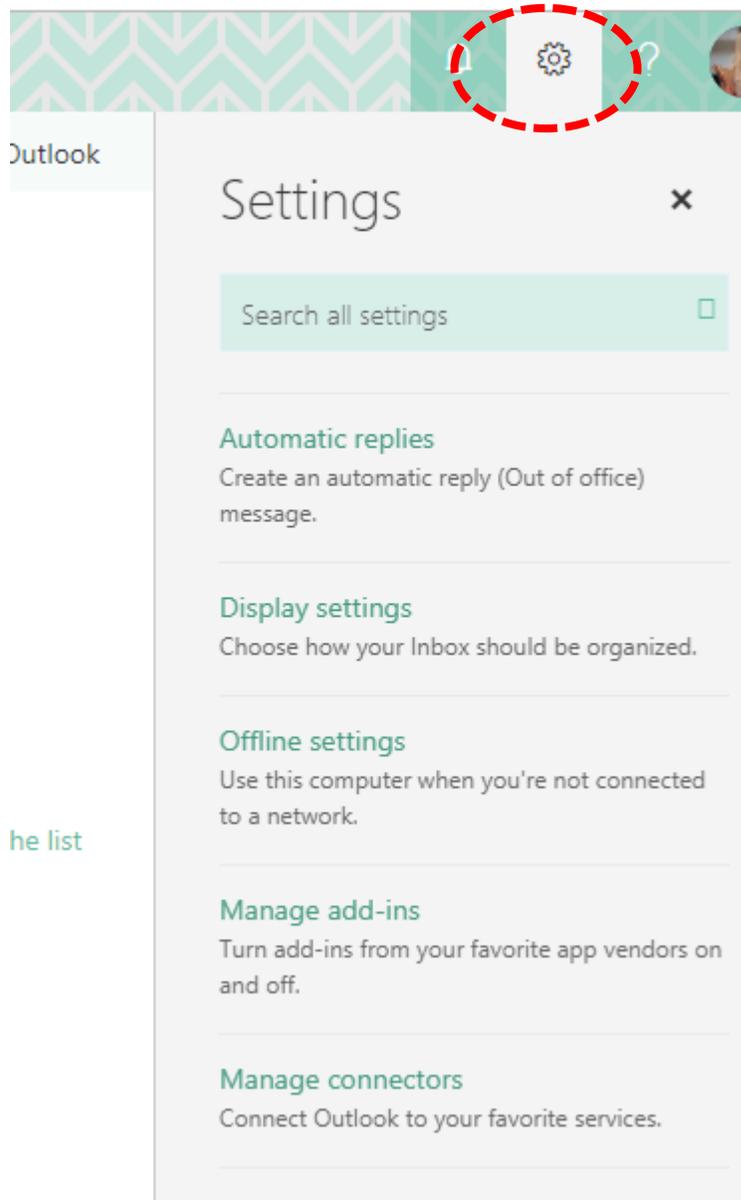1. Login to email account. Go to Gear Settings
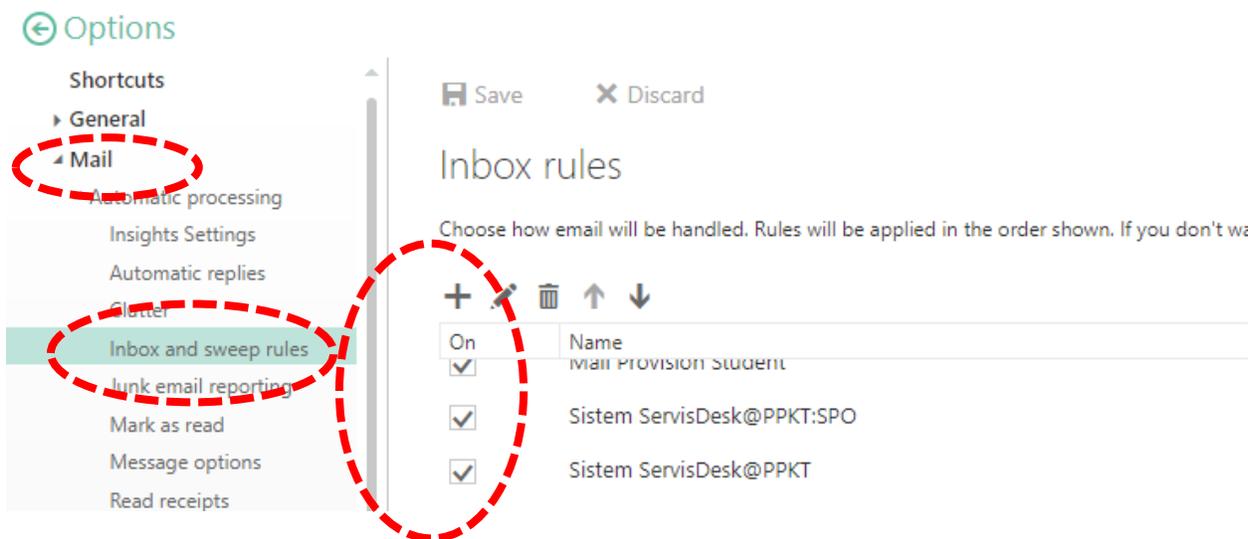

2. Click 'Settings'

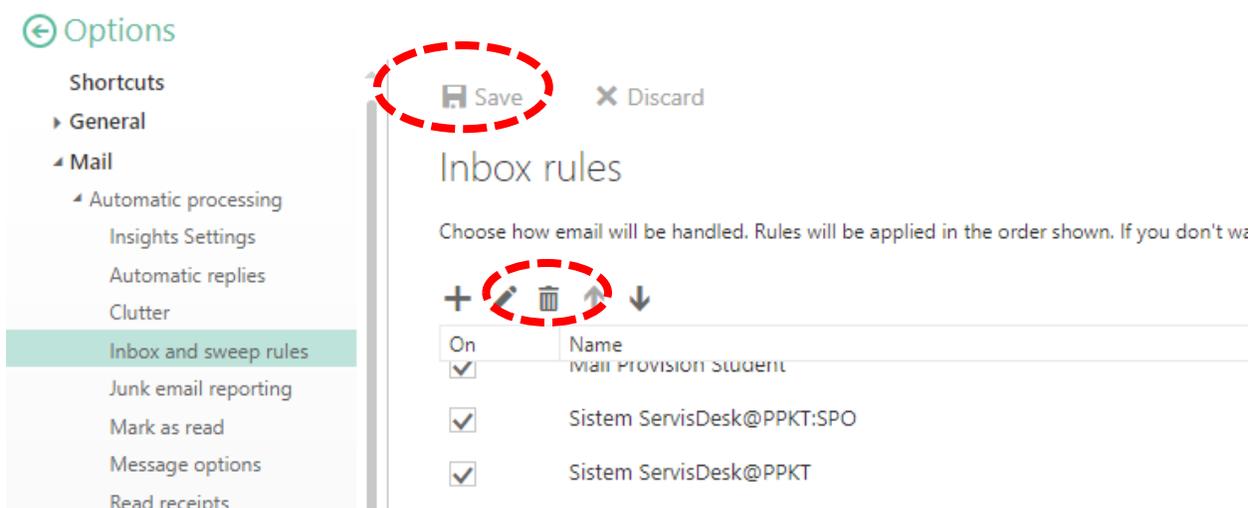3. Bottom of the page. Click 'Mail'

Your app settings

Office 365
Mail
Calendar
People
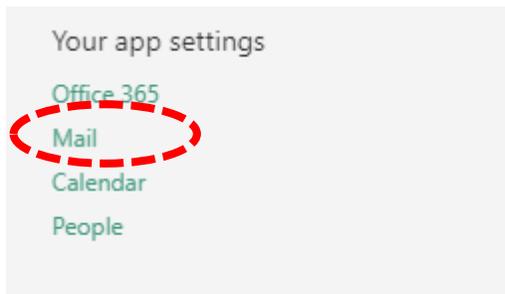
4. Click 'Mail' on the left menu of the browser. Go to 'Inbox and sweep rules' option. Tick and delete any unwanted rules.

Options

Shortcuts
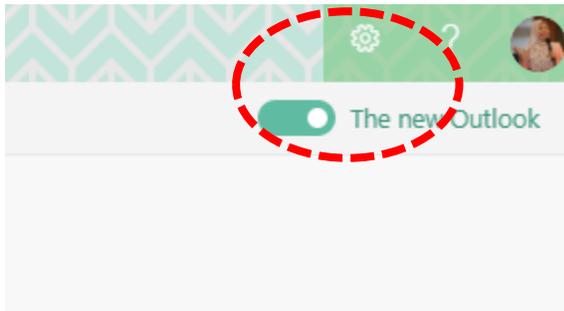▸ General
◢ Mail
  Automatic processing
  Insights Settings
  Automatic replies
  Clutter
  Inbox and sweep rules
  Junk email reporting
  Mark as read
  Message options
  Read receipts

💾 Save   ✕ Discard

Inbox rules

Choose how email will be handled. Rules will be applied in the order shown. If you don't wa

➕ ✎ 🗑 ↑ ↓

On	Name
✓	Mail Provision Student
✓	Sistem ServisDesk@PPKT:SPO
✓	Sistem ServisDesk@PPKT

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

Options

Shortcuts
▸ General
◢ Mail
  ◢ Automatic processing
    Insights Settings
    Automatic replies
    Clutter
    Inbox and sweep rules
    Junk email reporting
    Mark as read
    Message options
    Read receipts

💾 Save   ✕ Discard

Inbox rules

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➕ ✎ 🗑 ↑ ↓

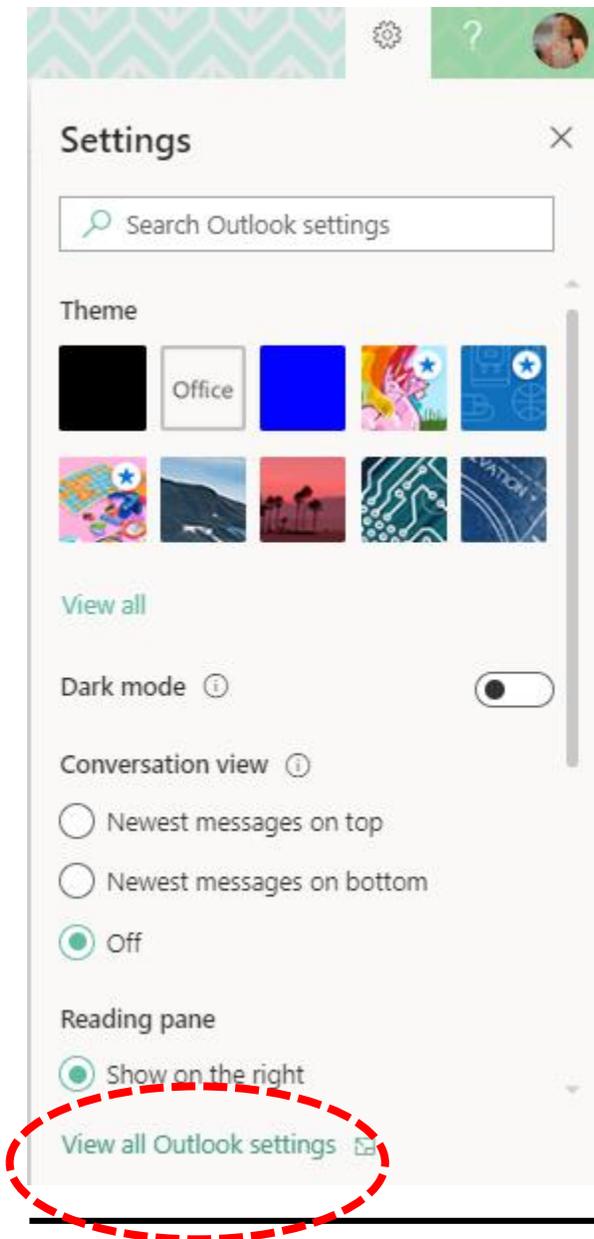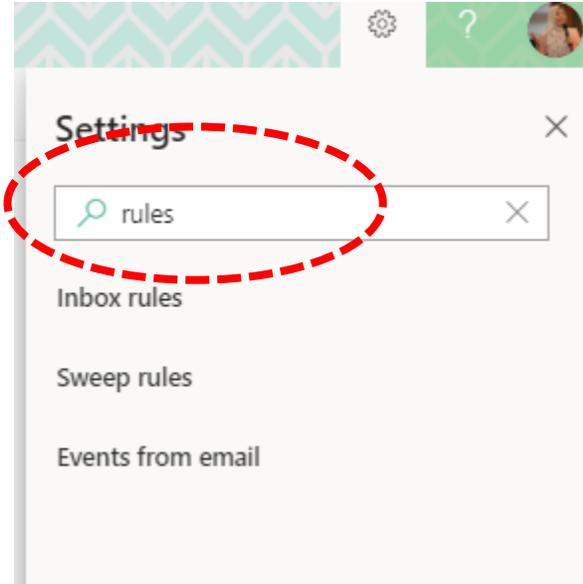| On	Name
✓	Mail Provision Student
✓	Sistem ServisDesk@PPKT:SPO
✓	Sistem ServisDesk@PPKT

The new Outlook

1. Click 'Settings'

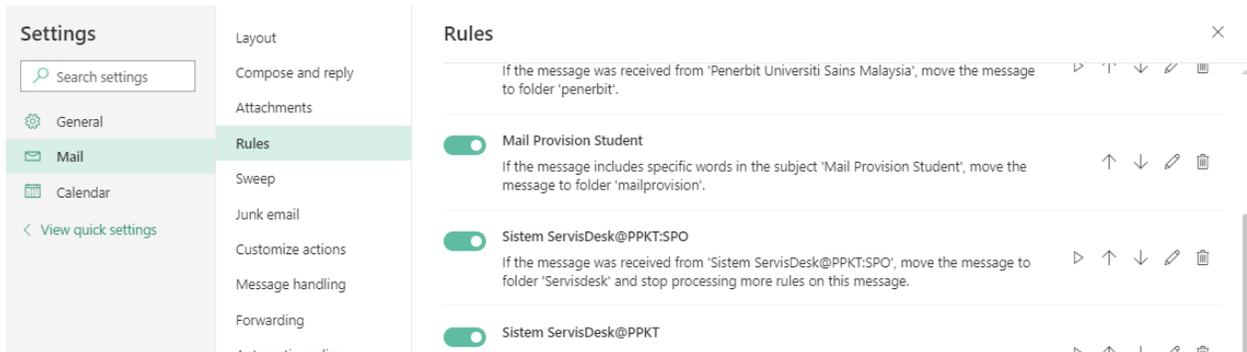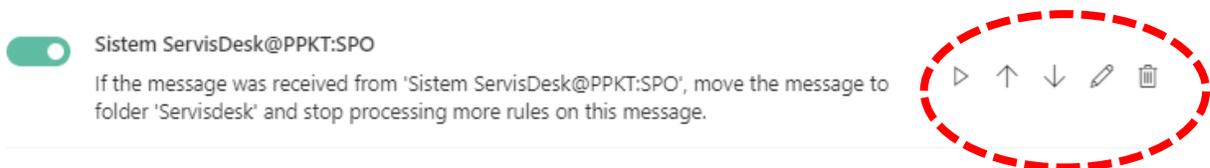2. Click 'View all Outlook Settings'

Or Search Outlook Settings. Type rules
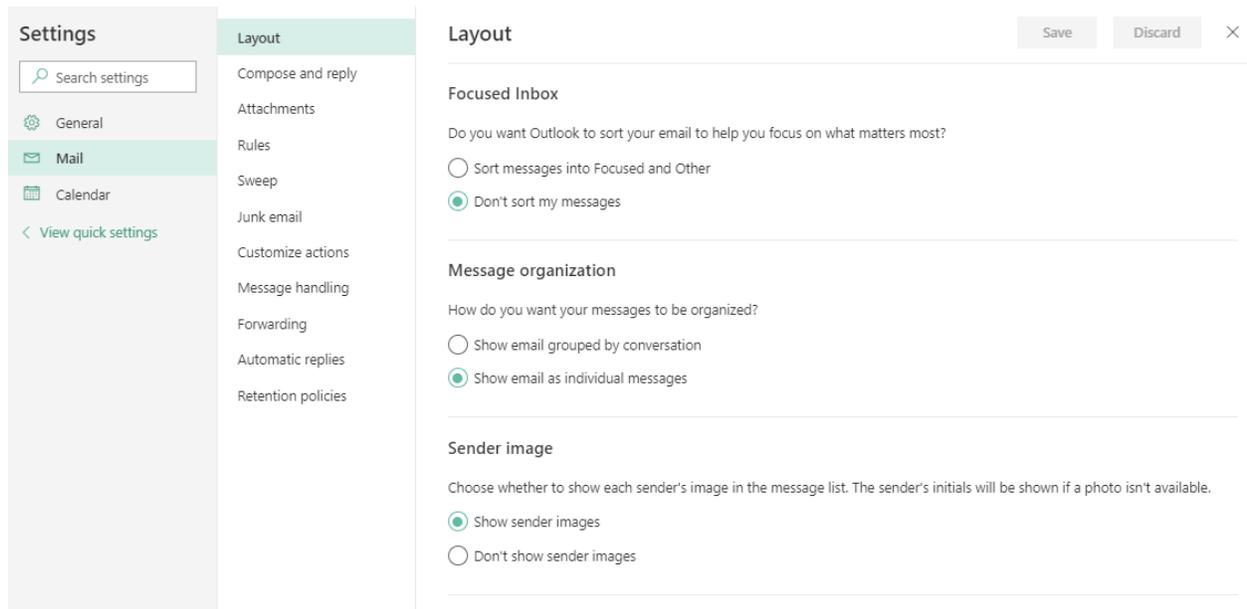

3. From Mail → Rules. Check unwanted Rules

4.   Delete by clicking Dustbin

5.   Click 'Save'