

STEP 1:

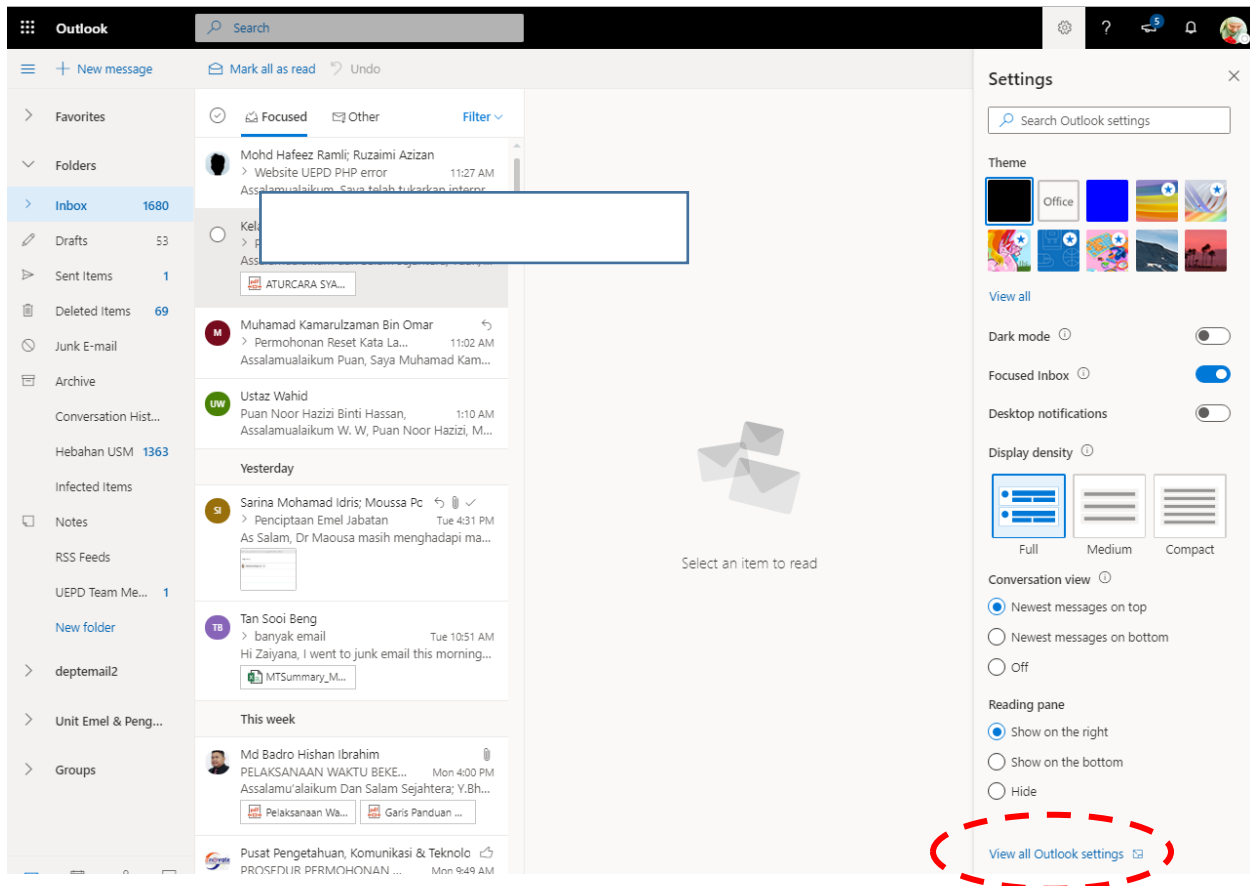
Login to email account at <https://owa.usm.my>

STEP 2:

Choose **'Outlook'**

STEP 3:

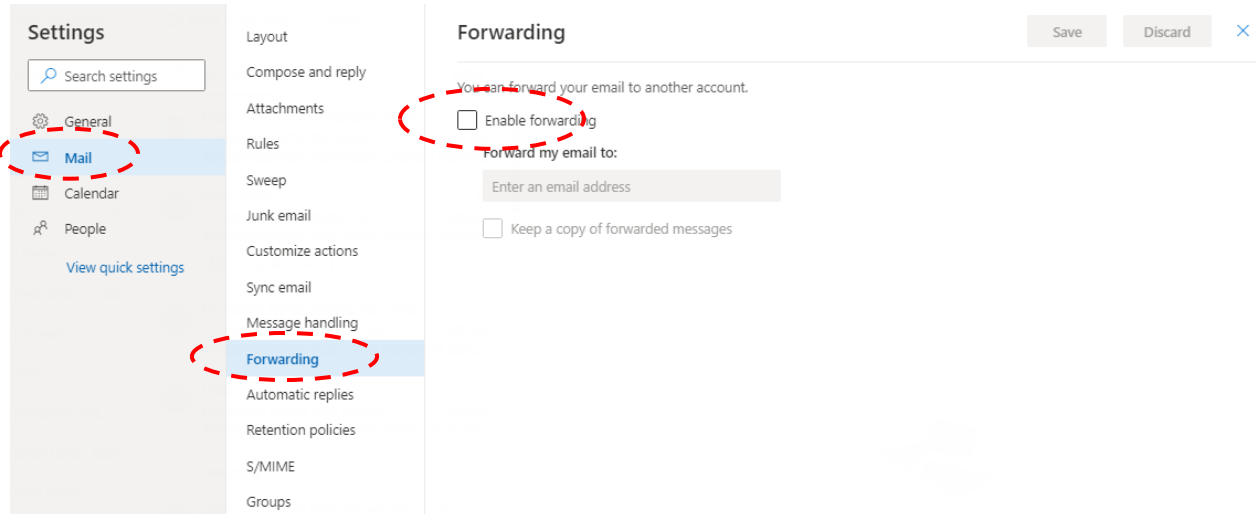
Go to **'Settings'** button and click **'View all Outlook Settings'**



The screenshot displays the Outlook web interface. On the left, the navigation pane shows folders like 'Inbox' (1680), 'Drafts' (53), and 'Deleted Items' (69). The main area shows a list of emails, with a blue box highlighting a redacted email address. On the right, the 'Settings' panel is open, showing options for Theme, Dark mode, Focused Inbox, Desktop notifications, Display density, Conversation view, and Reading pane. The 'View all Outlook settings' link at the bottom of the Settings panel is circled in red.

STEP 4:

Click **'Mail'** on the left, choose **'Forwarding'**. Untick **'Enable Forwarding'**



The screenshot displays the Outlook settings interface. On the left, the 'Settings' pane is open, with 'Mail' selected in the left-hand menu and 'Forwarding' selected in the right-hand menu. In the main content area, the 'Forwarding' settings are visible. The 'Enable forwarding' checkbox is unchecked, and the 'Forward my email to:' field is empty. The 'Keep a copy of forwarded messages' checkbox is also unchecked. The 'Save' and 'Discard' buttons are visible at the top right of the settings pane.