

1. Login to email account. Go to Gear Settings

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Office 365 Outle	ook						Q	¢	?	
h Mail and People	P	🕀 New 🗸	🏠 Mark all as read			🍤 Undo	Try	the new	Outbok	
olders		Inbox			Filter 🗸					
vorites		Next: 2nd intibiu			Tomorrow 🛅					
Inbox	71	Fauzlina Mol	hamed Husin Janggubal Soalan dan Tanag	a Dannaiar Rani Danarikeaar	11-00 AM					

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 \rightarrow Rules. Check unwanted Rules

Settings	Layout	Rules		×	
$\mathcal P$ Search settings	Compose and reply	If the message was received from 'Penerbit Universiti Sains Malaysia', move the message $ ^{\prime}$ T $^{\prime}$ $^{\prime}$ to folder 'penerbit'.	V		.4
 General Mail 	Rules	Mail Provision Student	A	TÎNT	
🛅 Calendar	Sweep Junk email	in the message includes specific words in the subject waii Provision student, move the message to folder 'mailprovision'.	L.		
< View quick settings	Customize actions Message handling	Sistem ServisDesk@PPKT:SPO If the message was received from 'Sistem ServisDesk@PPKT:SPO', move the message to $\land \land \lor$ folder 'Servisdesk' and stop processing more rules on this message.	Ø		
	Forwarding	Sistem ServisDesk@PPKT	Л	1वित	

4. Delete by clicking Dustbin



If the message was received from 'Sistem ServisDesk@PPKT:SPO', move the message to

folder 'Servisdesk' and stop processing more rules on this message.





5. Click 'Save'

Settings	Layout	Layout	Save	Discard	×
	Compose and reply Attachments Rules Sweep Junk email Customize actions Message handling Forwarding Automatic replies Retention policies	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 Show sender images Don't show sender images 	shown if a phot	to isn't available.	· · ·