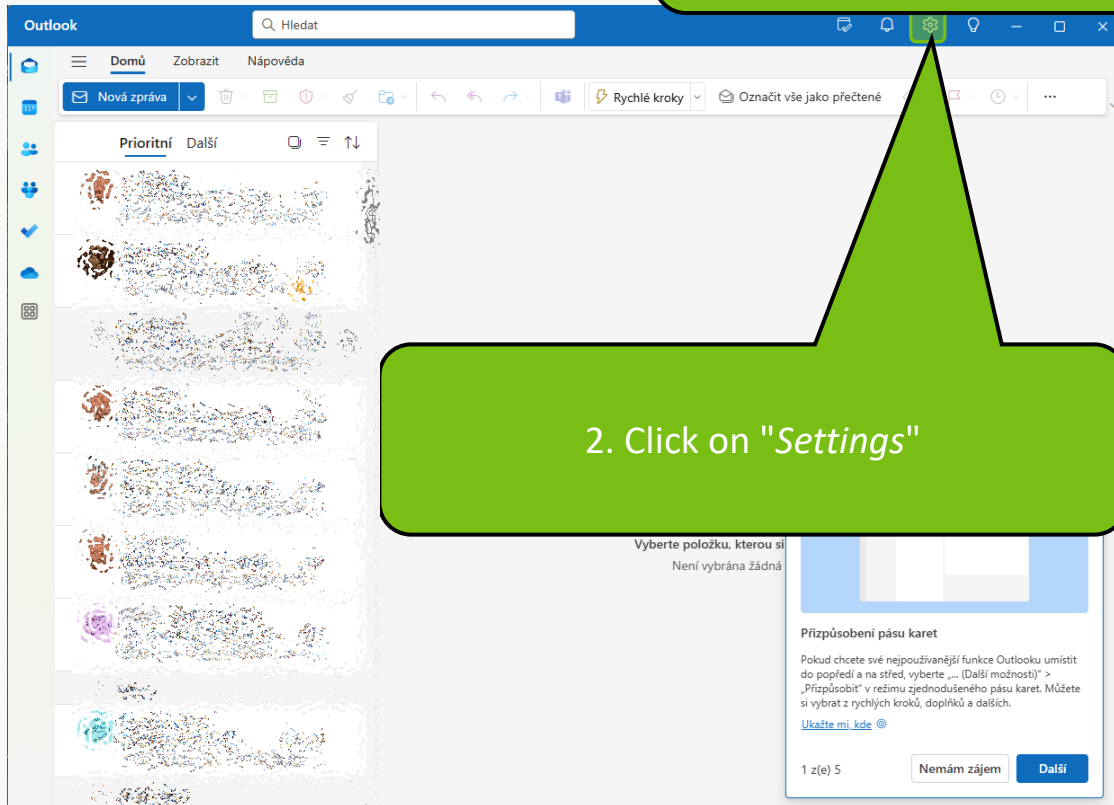


How to cancel email forwarding in Microsoft 365

Outlook Web App



1. Open Microsoft Outlook.



2. Click on "Settings"

The image shows a screenshot of the Outlook settings interface. On the left, the 'Settings' sidebar is visible with a search bar and a list of categories including Account, General, Mail, Calendar, and People. Under the 'Mail' category, a list of sub-categories is shown, with 'Forwarding' highlighted in green. A callout box points to this 'Forwarding' option with the text: '1. In the menu that appears, select "Forwarding".'

The main content area is titled 'Forwarding' and contains the text 'You can forward your email to another account.' Below this text is a toggle switch labeled 'Enable forwarding', which is currently turned off. A callout box points to this toggle with the text: '2. Disable the "Enable Forwarding" option.'

1. In the menu that appears, select "Forwarding".

2. Disable the "Enable Forwarding" option.

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