Removing e-mail forwarding

If you have previously set up e-mail forwarding from your Ship account to another e-mail address and wish to remove this functionality, follow these steps:

1. From a web browser, go to https://mail.ship.edu and sign in to your e-mail account using your Ship e-mail address and password.

2. Click on the Settings gear button in the top right corner, then click on Options.
3. Click on **Inbox and sweep rules** under the Mail > Automatic processing category.

4. From the list of rules, find the rule that you created to forward your e-mail. Click on it, then click the **trashcan** button to delete the rule.

5. **Click on Yes** to confirm that you want to delete the rule.