

To Delete forwarded email account

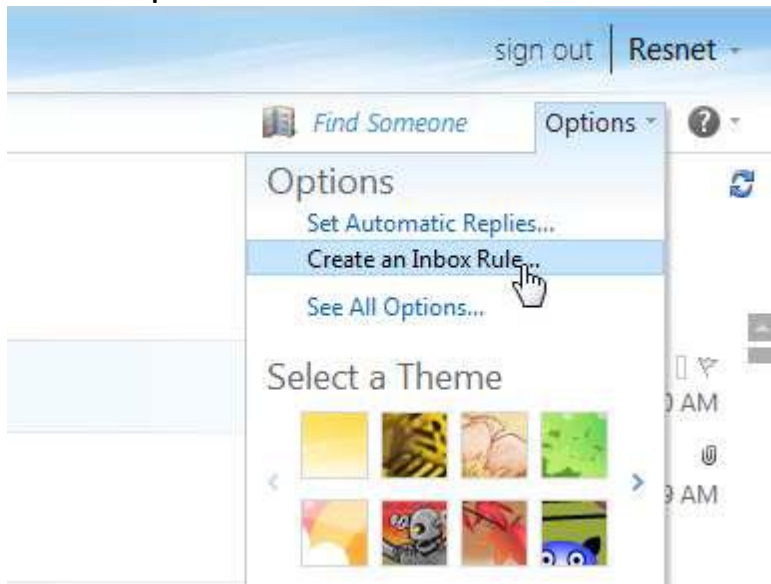
1 – Go to the mail.ship.edu page to use Outlook Web Access (OWA) and sign into your email using your Shippensburg University email address and password.

Email Options	Student Links	Faculty/Staff Links
Reset My Password	Student File Space	Faculty/Staff File Space
Change My Password	Student Web Space	Faculty/Staff Web Space
Manage Spam	Student Information System	Ship Home Page
Have Questions? Visit our online users guide.		

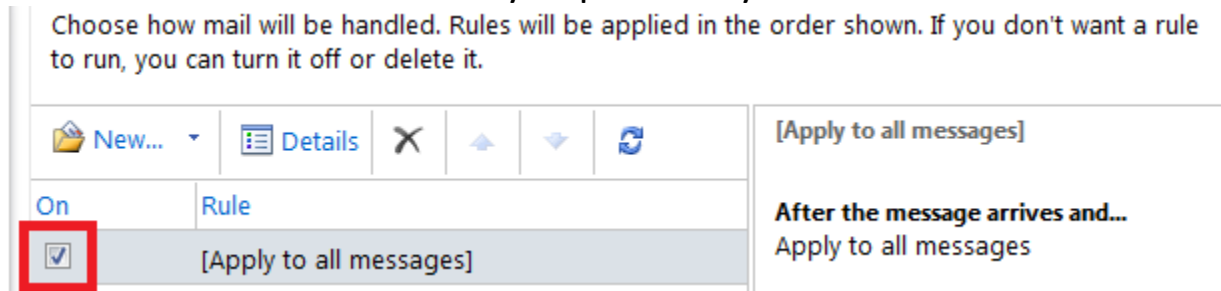
2- Click “Options” located in the upper right corner of the web page.



3-When the options drop down menu appears; select the “Create Inbox Rules” option.



4- Check the box on the rule you previously created.



5- Click the "X" to delete the forward.

Choose how mail will be handled. Rules will be applied in the order shown. If you don't want a rule to run, you can turn it off or delete it.

 New... ▾	 Details					[Apply to all messages]
On	Rule					After the message arrives and...
<input checked="" type="checkbox"/>	[Apply to all messages]					Apply to all messages

Congratulations, your email is no longer forwarded!