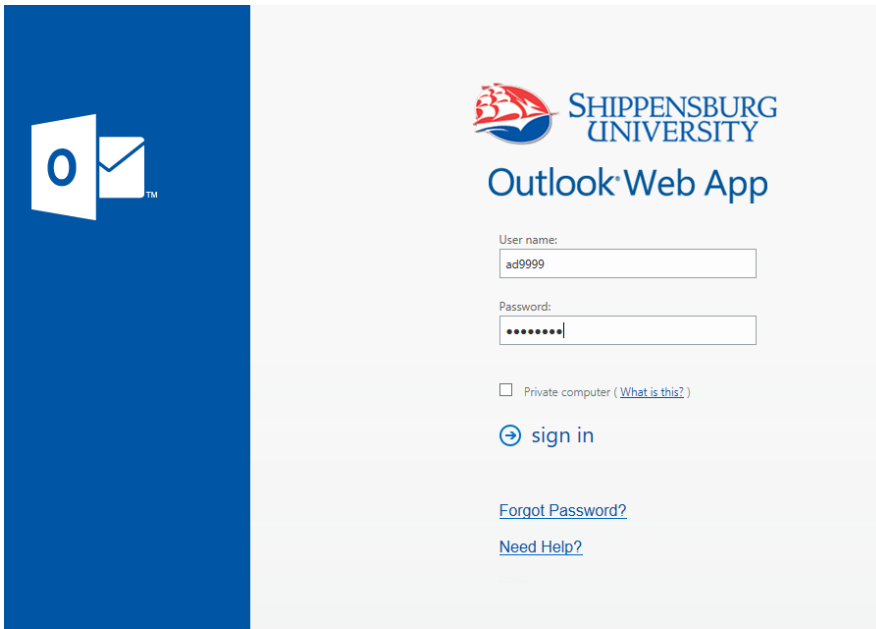


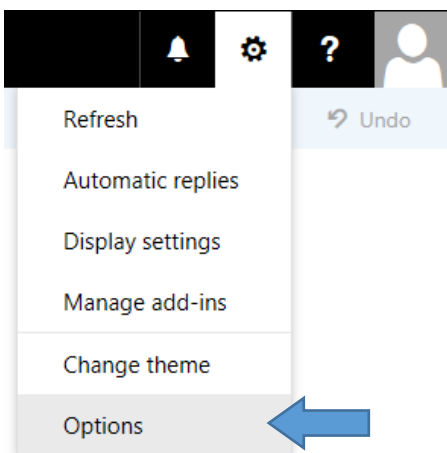
Removing e-mail forwarding

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:

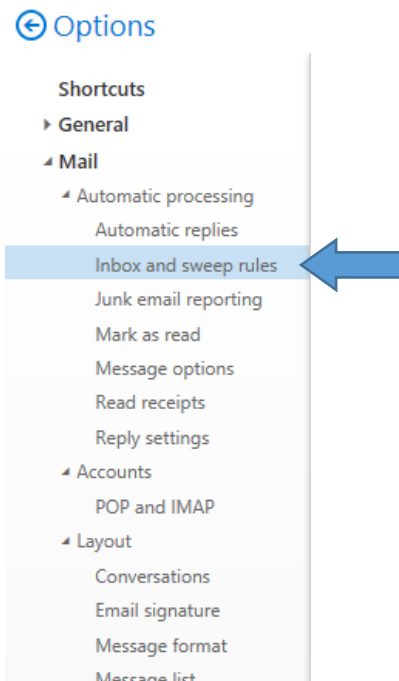
1. From a web browser, go to <https://mail.ship.edu> and sign in to your e-mail account using your Ship e-mail address and password.



2. Click on the **Settings** gear button in the top right corner, then click on **Options**.



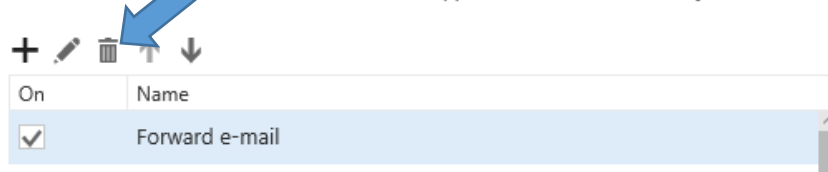
3. Click on **Inbox and sweep rules** under the Mail > Automatic processing category.



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.

Inbox rules

Choose how email will be handled. Rules will be applied in the order shown. If you don't want a



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

