Checking Email Rules

In the upper right hand corner of your email click on the gear as shown below:



Checking Email Rules

This will cause the below to appear, click on "View all Outlook settings"

Settings	×
Search Outlook settings	
Theme Office	
View all	
Dark mode ①	
Focused Inbox	
Desktop notifications ①	
Display density ①	
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Arrange message list	105
 Show each message se 	eparately
Arrange the reading pane	
O Newest on top	
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View all Outlook settings	5

Checking Email Rules

On the next page click on Rules. If there are any rules there that you did not create please take a screen shot and notify the tech department.

Settings	Layout	Rules					×
Search settings General Mail	Compose and reply Attachments	You can create rules that tell Outlook how to handle incoming email messages. You choose both the conditions that trigger a rule and the actions the rule will take. Rules will run in the order shown in the list below, starting with the rule at the top. + Add new rule					
Calendar R ^R People View quick settings	Sweep Junk email Customize actions	Move all messages from system@livegrades.com to Clutter If the message was received from 'system@livegrades.com', move the message to folder 'Clutter' and stop processing more rules on this message.	⊳	\uparrow	\downarrow	0	١.
	Sync email Message handling Forwarding	Move all messages from Relay to Clutter If the message was received from 'do_not_reply@lightspeedsystems.com', move the message to folder 'Clutter' and stop processing more rules on this message.	⊳	\uparrow	\downarrow	0	Ĩ
	Automatic replies Retention policies S/MIME	Temp If the sender's address contains these words: 'web@tandd.co.jp', move the message to folder 'Temp Warnings' and stop processing more rules on this message.	⊳	\uparrow	\downarrow	0	Ē
	Groups	Bypass If the message includes specific words in the subject 'Bypass', move the message to	⊳	\uparrow	\checkmark	0	۱.