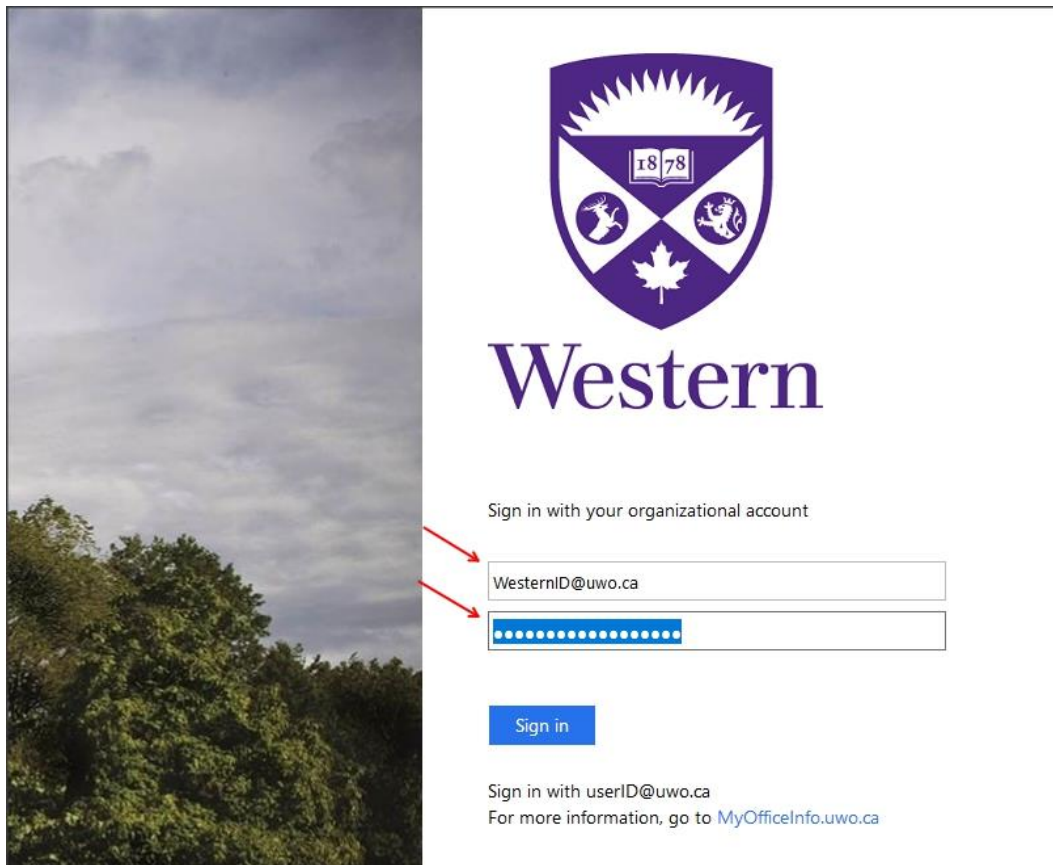


Disable Email Forwarding in Office 365

Currently most Schulich staff have their Office 365 account set up to forward email to their Schulich GroupWise email account. This document will walk through the steps to **disable the forward setting**. This will ensure that all future incoming notifications to your Office 365 account will remain in Office 365.

- 1) In an internet browser (e.g. Firefox, Internet Explorer, Google Chrome, etc.), navigate to **myoffice.uwo.ca**. You can also access Office 365 by clicking on this link: <http://myoffice.uwo.ca/>
- 2) Login using your **Western ID** and password (example WesternID@uwo.ca).



Sign in with your organizational account

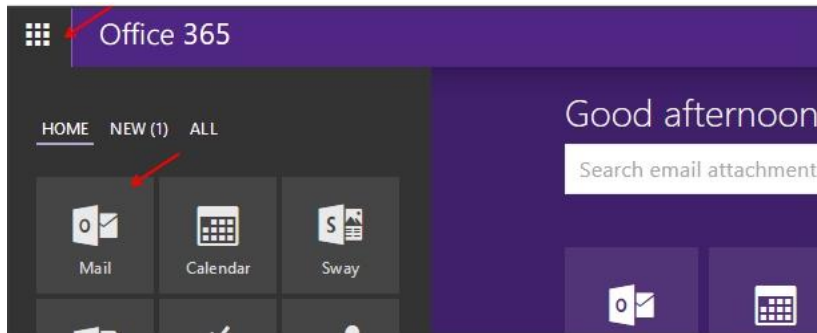
WesternID@uwo.ca

.....

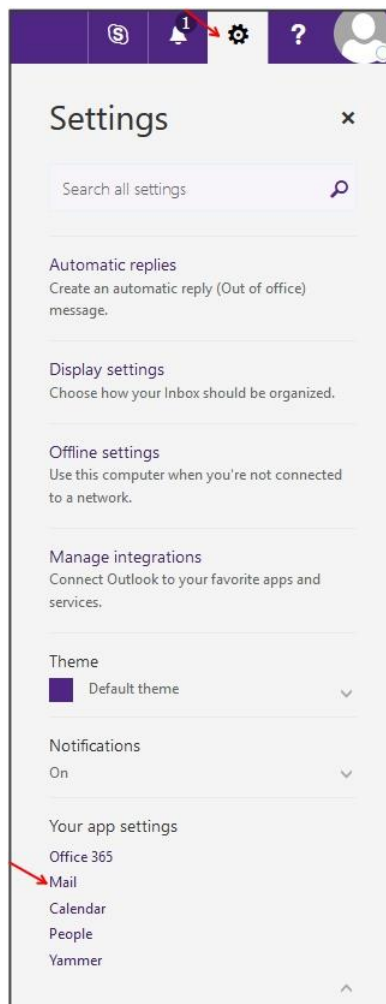
Sign in

Sign in with userID@uwo.ca
For more information, go to MyOfficeInfo.uwo.ca

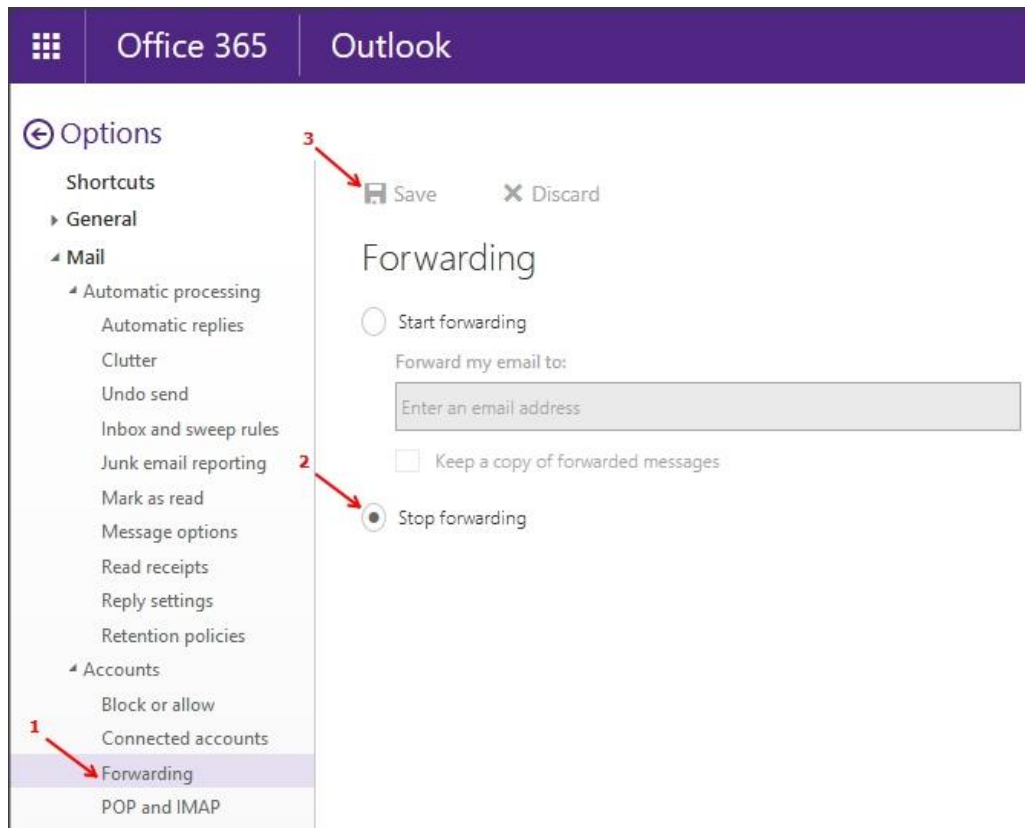
- 3) Once logged in, click on the patterned square in the top left corner of the screen to the left of the words *Office 365*. Now click on **Mail**. This will bring you to your email inbox.



- 4) Click on the **cog wheel** in the top right hand corner of the screen. This will open your **Settings**. Under **Your app settings**, click on **Mail**.



- 5) This will open up your **Mail Options**. On the left hand side of the screen, under **Mail > Accounts**, first click on **Forwarding**. This will bring up the Forwarding options screen. Next, click on **Stop Forwarding**. Finally, click **Save**.



After you have completed these steps, your Office 365 account will no longer forward any email it receives.