


Changing or removing Rules in Office 365 that move or reply to messages Automatically

Login to your webmail.

Click on the  icon in the top right hand corner of the webmail web page.

Then click on the [Mail](#) link under the following heading on the right hand side of the web page.

Your app settings

[Office 365](#)

[Mail](#)

[Calendar](#)

You will now see an Option pane on the left hand side of your webmail

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Click on **“Inbox and sweep rules”** under

◀ Mail

◀ Automatic processing

You should now be able to see and amend any rules that are automatically deleting messages coming in.