
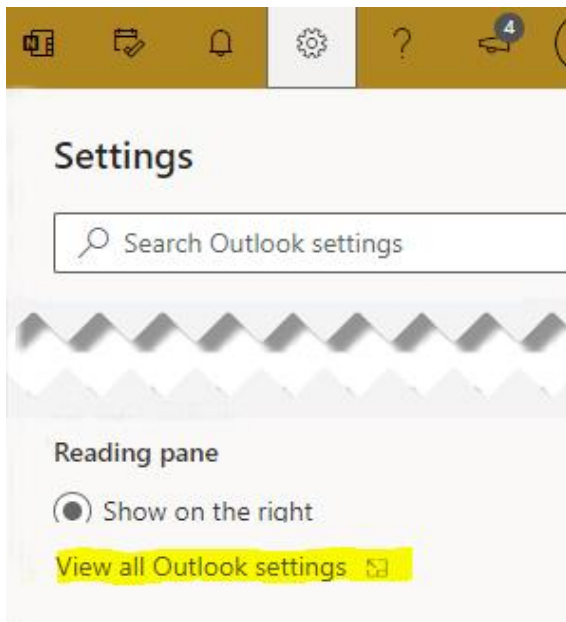


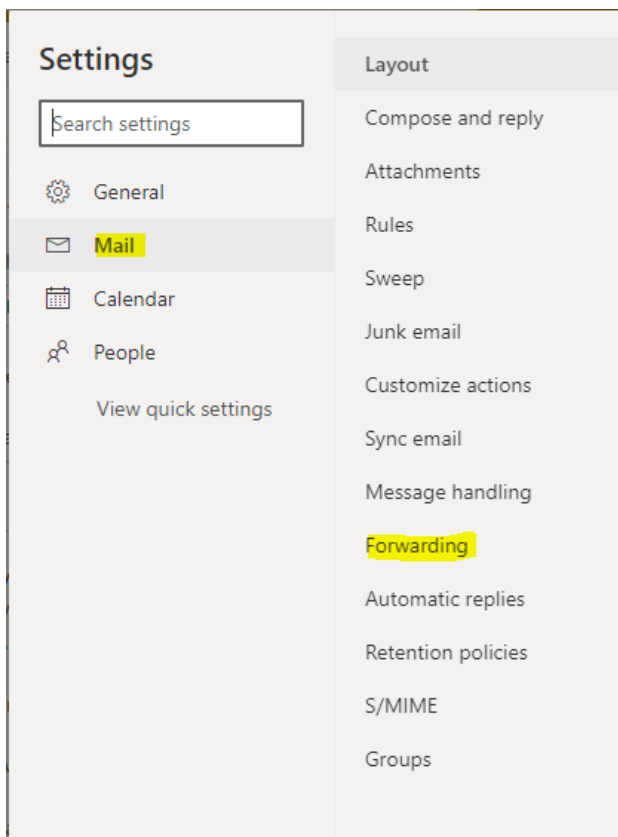
Un-Forwarding MyCOM Email

Go to Students or Employees. Click Webmail icon – It will open up your Outlook Account

1. At the top of the page, click the Gear , **Settings** > At the bottom, click **View all Outlook Settings**.



2. At Mail, choose **Forwarding**.



3. At **Forwarding**, **uncheck Enable forwarding**. The email address in the box under "Forward my email to:" will be removed and shows blank.

Forwarding

You can forward your email to another account.

☐ Enable forwarding

Forward my email to:

Enter an email address

☐ Keep a copy of forwarded messages

4. Click **Save**