

HOW TO DISABLE EMAIL FORWARDING



SUMMARY

If your FCNet Account (i.e. jdoe@fullcoll.edu) currently has Automatic Email Forwarding enabled to a personal account, please disable Automatic Email Forwarding to comply with District Administrative Policy AP 3720, which states: “Electronic mail, facsimiles, text messages, or other data that originated or traversed District systems should not be forwarded to personal accounts while conducting District business.”

Updated: March 5th, 2021

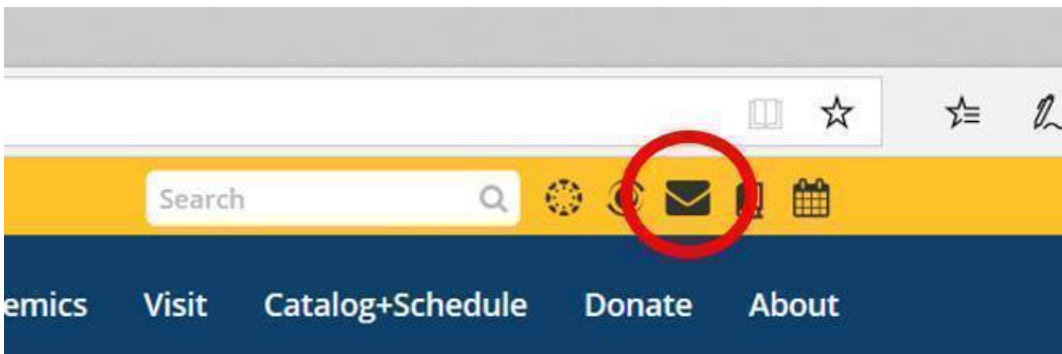
PREREQUISITES

- Current member of Faculty/Staff, Hourly Staff, Professional Experts, and Interns.
- Access to your FCNet account (i.e. jdoe@fullcoll.edu)

INSTRUCTIONS:

Step 1. Go to the Fullerton College home page by clicking this link <https://www.fullcoll.edu/>

Step 2. Click the envelope icon in the upper right-hand corner.



Step 3.

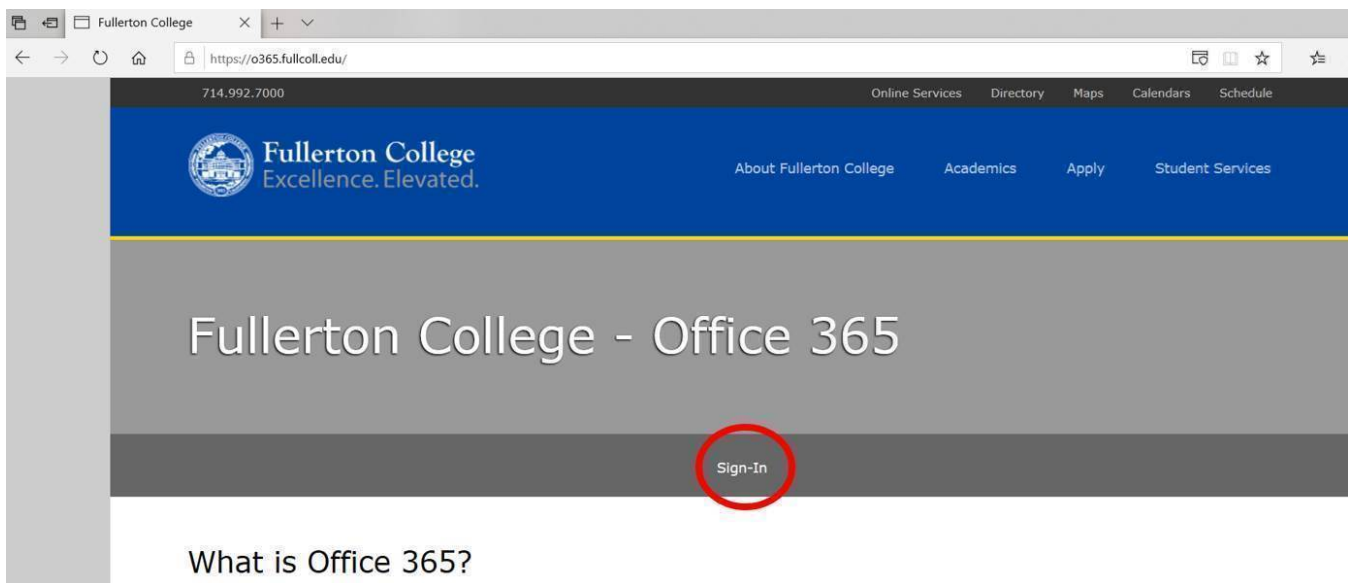
Click on the link to the Office 365 portal after the sentence “To access your email via Office 365, go to the sign on portal at:” (<https://o365.fullcoll.edu>).

Campus Email

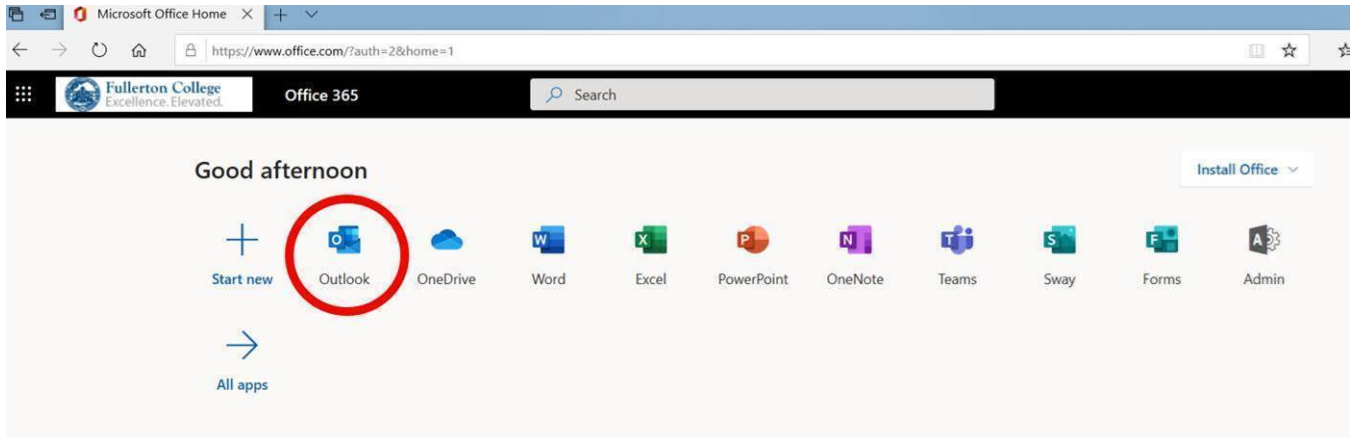
Fullerton College provides access to **Office 365**, a web based service that provides a feature-rich set of tools for collaboration using Microsoft cloud-based products like Word, Excel, PowerPoint, OneDrive, SharePoint, Teams and cloud based email.

To access email via Office 365, go to the sign on portal at: <https://o365.fullcoll.edu>

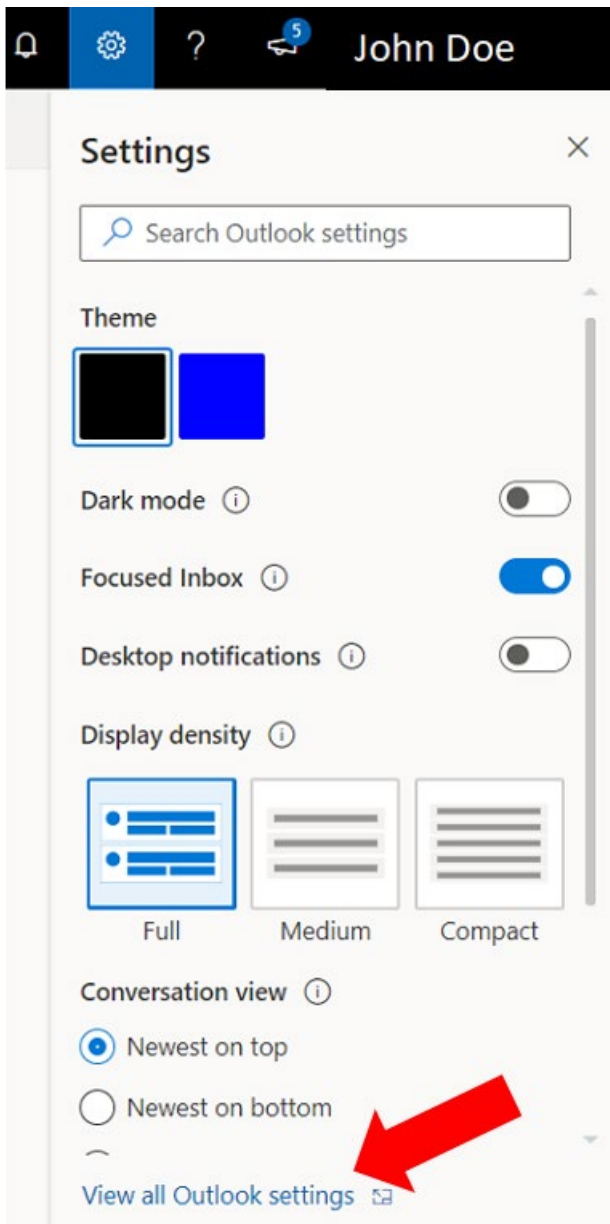
Step 4. You will be directed to the FCNet Office 365 page as seen in the image below. Click on the **Sign In** link



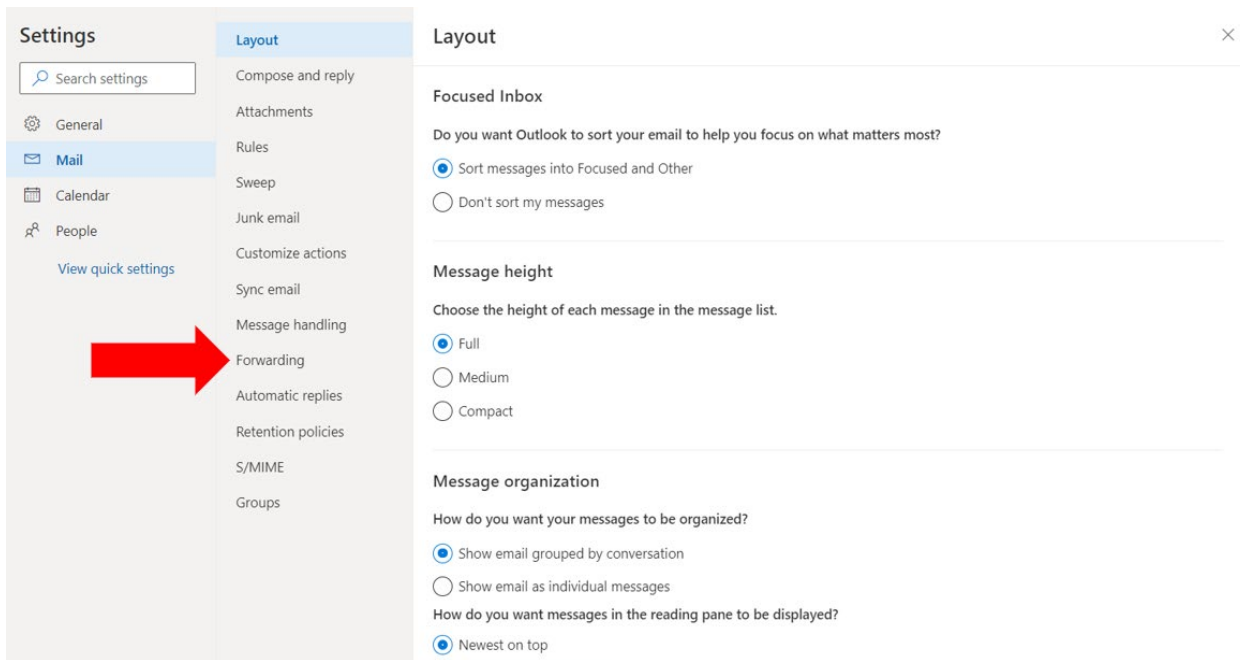
Step 5. Once you have signed in with your FCNet email address as the username and your FCNet password, click on the **Outlook** icon. If the page does not look like the image below the Outlook icon may be in a column of icons on the left side of the page.



Step 6. From inside the Outlook application, click on the gear icon near your name in the upper right corner. Then, from the drop-down menu, click on **View all Outlook settings** near the bottom.

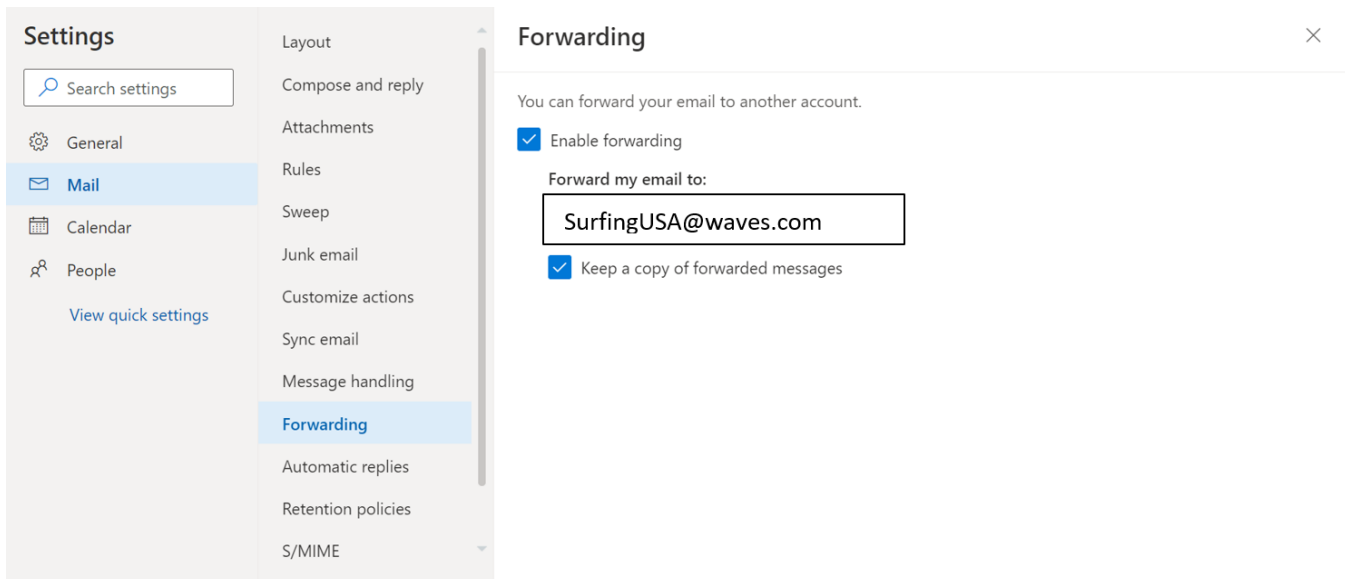


Step 7. The Settings page will open with Mail and Layout selected. Click on **Forwarding**.



The screenshot shows the Outlook Settings application. On the left, the 'Settings' sidebar is visible with 'Mail' selected. A red arrow points to 'Forwarding' in the 'Layout' sub-menu. The main content area is titled 'Layout' and contains three sections: 'Focused Inbox' with a radio button selected for 'Sort messages into Focused and Other'; 'Message height' with a radio button selected for 'Full'; and 'Message organization' with radio buttons selected for 'Show email grouped by conversation' and 'Newest on top'.

Step 8. If you have email forwarding enabled, the forwarding email address will be displayed.



The screenshot shows the Outlook Settings application with the 'Forwarding' section selected in the sidebar. The main content area is titled 'Forwarding' and contains the following information: 'You can forward your email to another account.', a checked checkbox for 'Enable forwarding', a text box containing the email address 'SurfingUSA@waves.com', and a checked checkbox for 'Keep a copy of forwarded messages'.

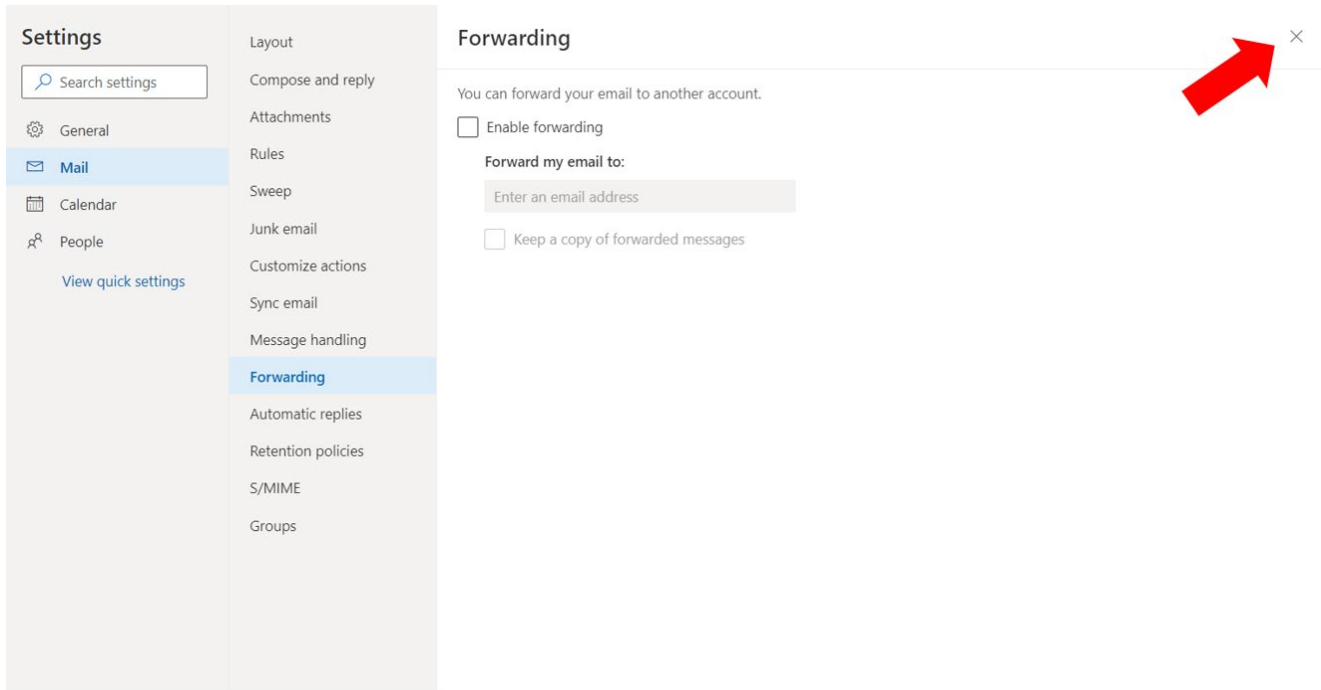
Step 9. Uncheck the box labeled **Enable forwarding**. Click on **Save** in the bottom right corner.

The screenshot shows the 'Forwarding' settings page in Microsoft Exchange. On the left, the 'Settings' sidebar is visible with 'Mail' selected and 'Forwarding' highlighted in the sub-menu. The main content area shows the 'Forwarding' settings. The 'Enable forwarding' checkbox is checked, and a red arrow points to it. Below it, the 'Forward my email to:' field contains the email address 'SurfingUSA@waves.com'. The 'Keep a copy of forwarded messages' checkbox is unchecked. At the bottom right, the 'Save' button is circled in red, and the 'Discard' button is visible next to it.

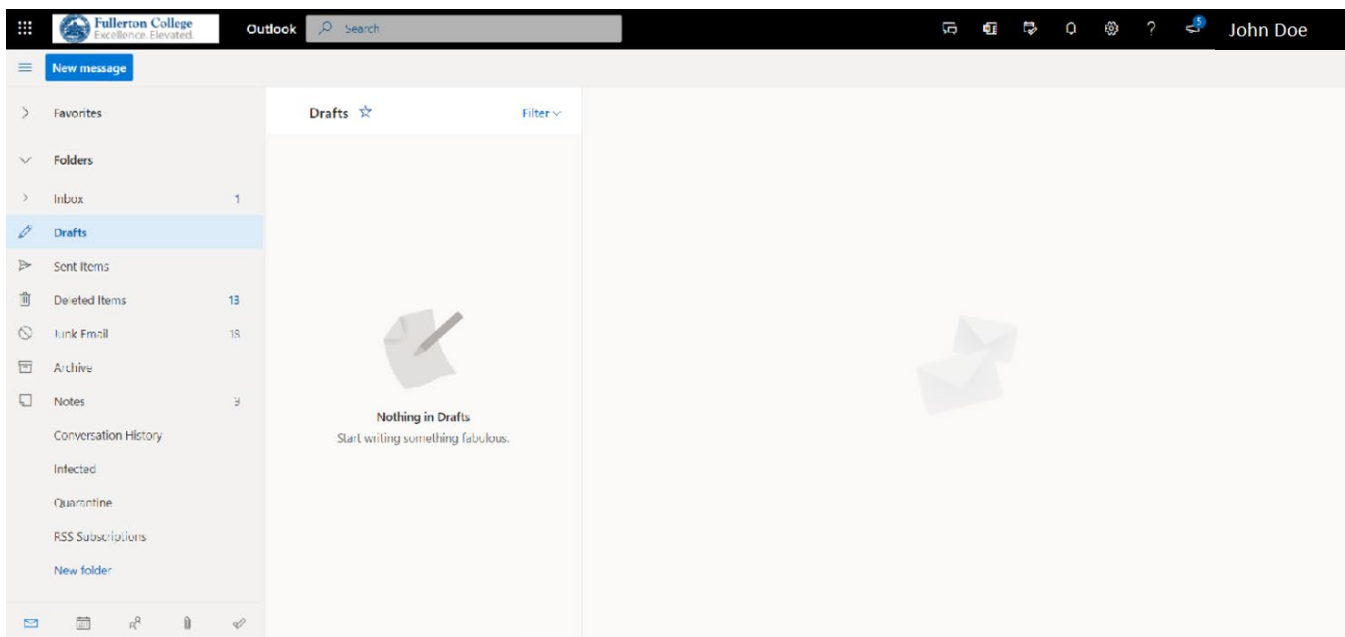
Step 10. Once your changes have been saved, confirm that the Enable forwarding check box is un-checked and the "Forward my email to:" box is blank.

The screenshot shows the 'Forwarding' settings page in Microsoft Exchange after the changes have been saved. The 'Enable forwarding' checkbox is now unchecked. The 'Forward my email to:' field is now blank. The 'Keep a copy of forwarded messages' checkbox remains unchecked. The 'Save' button is no longer circled.

Step 11. Exit Settings by clicking the X in the upper right corner of the page.



Step 12. You will be returned to your FCNet Outlook Email.



If you would like any assistance please contact the Fullerton College Academic Computing Technologies Help Desk at helpdesk@fullcoll.edu or 714-992-7111.