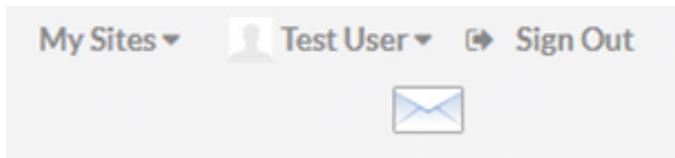# Edit Rules in the Outlook Web App

Please note these instructions are for students who access their CUW/AA mail through the Portal. *Rules* can be changed on other platforms such as the Outlook Desktop App, but the steps to do so may vary.
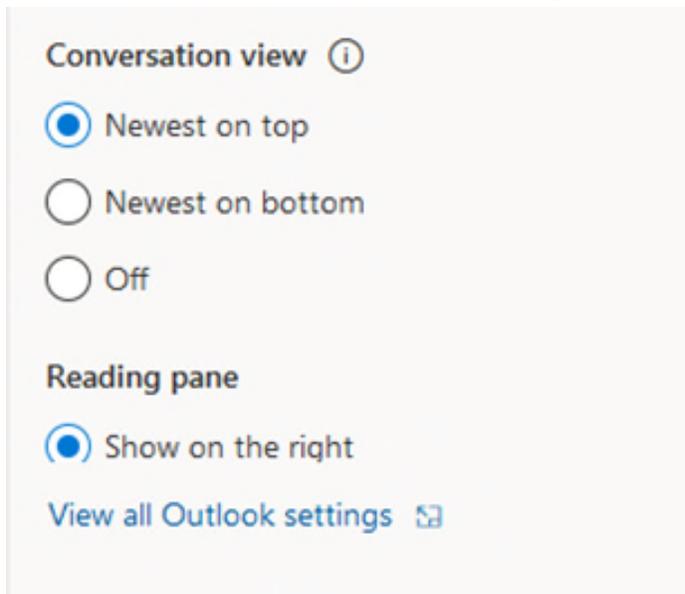
1. Sign in to the CUW/AA Portal, and select the email icon at the top-right of the Portal Home page.
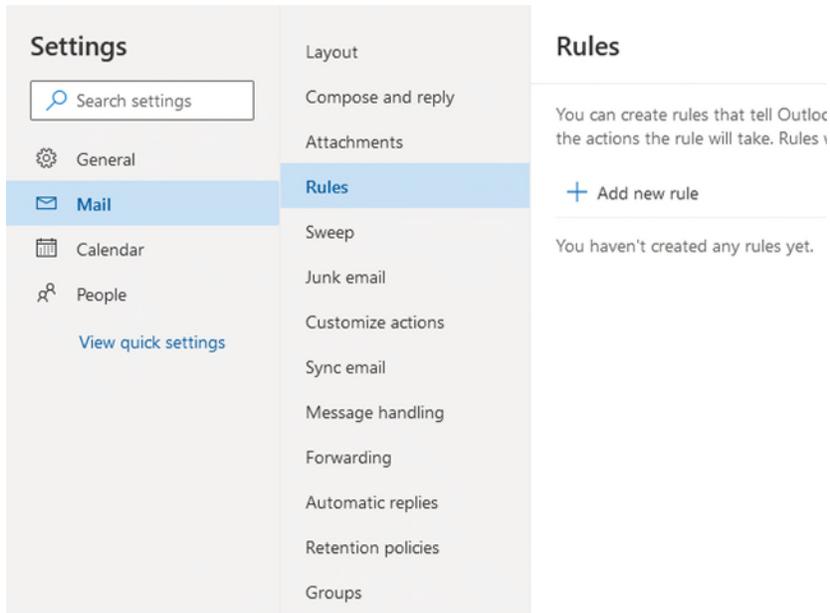

2. Select the *Gear* icon at the top-right of the Outlook Web App.

3. Select *View all Outlook settings* in the drop-down menu.

4. Select *Mail* on the left side of the screen. Select *Rules* just to the right of it.

5. Here you can add, remove, and edit the existing rule you have created in your email.