

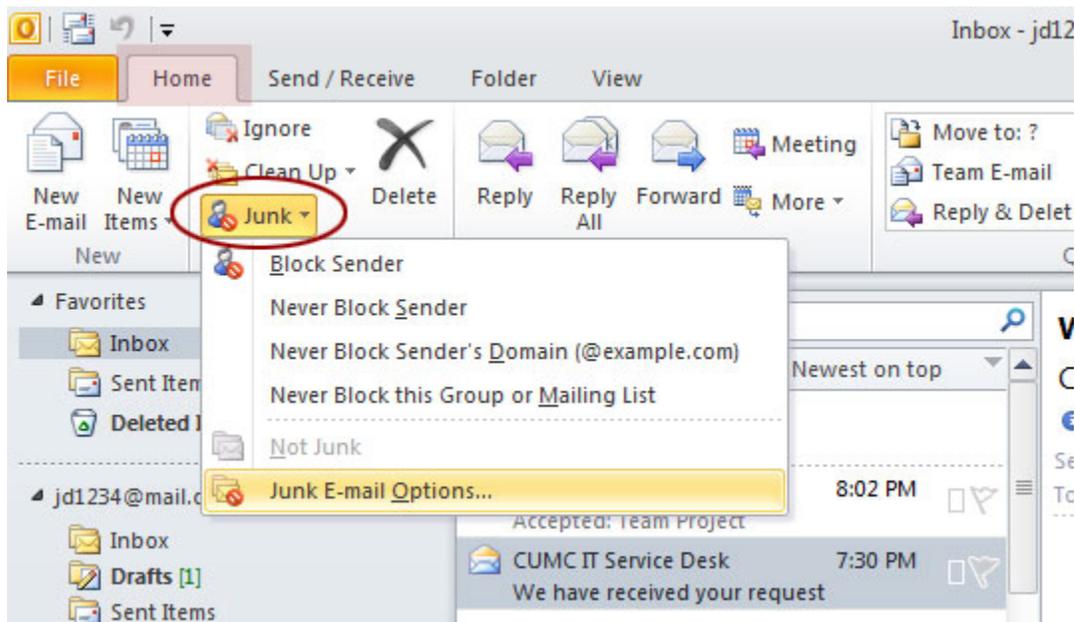
## Managing Your Junk Email in Outlook

The Junk email folder appears in the left-most column under your list of all mail folders. If you have any junk messages, this folder will appear in bold with a number in parenthesis to its right indicating the total number of messages. Simply click on the Junk folder to view these messages.

To permanently delete this mail, select the **Delete** icon in the upper left of the Outlook Home tab while viewing an individual email, or right-click on the Junk folder and select Empty folder from the menu that appears.

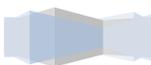
## Controlling Your Junk Email Settings

While viewing your Outlook Mail, make sure the **Home** tab is selected. Click on the **Junk** icon to the upper left.



The first options in the Junk drop down menu reference the specific message that is selected in your mail Outlook window. For quick Junk mail filtering, select any of the following:

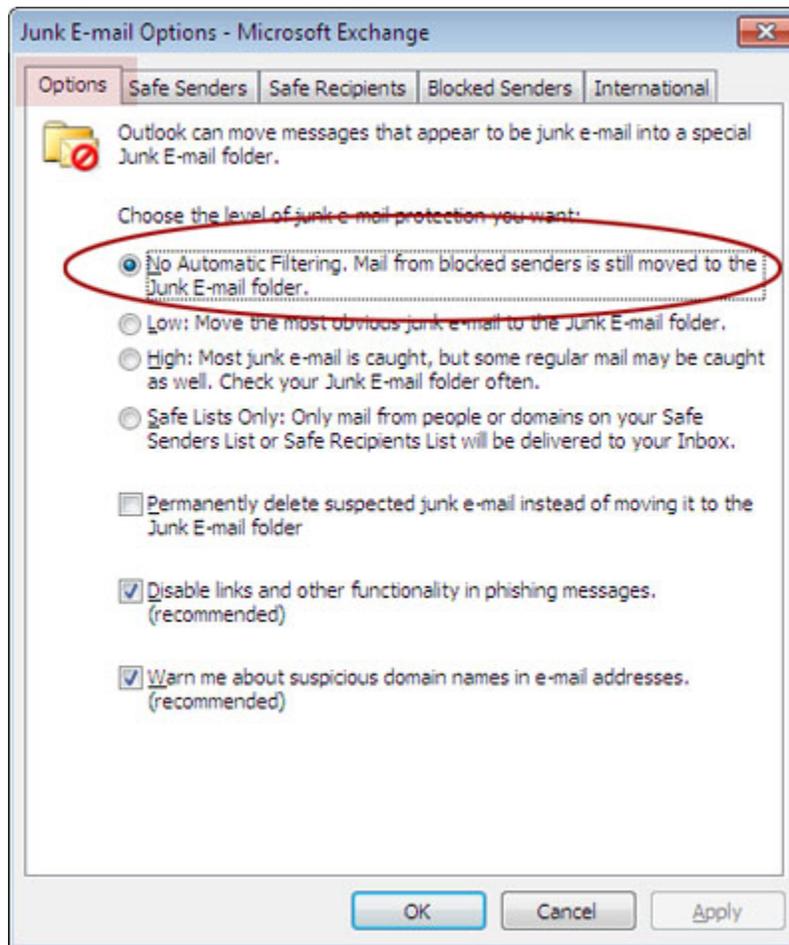
- **Block Sender** - automatically put any email from the sender's address into your Junk E-mail folder.
- **Never Block Sender** - messages where the sender's email address is in the From field will never be identified as Junk E-mail.
- **Never Block Sender's Domain (@example.com)** - any messages from that same domain (typically an organization or company such as @nyc.gov, @staples.com, @harvard.edu), will not be filtered as Junk E-mail.



- **Never Block this Group or Mailing List** - messages that use a distribution list may have the email address in the To, Cc or Bcc fields of the email you receive. In this case you would add them to the Safe Recipients List to ensure that messages aren't filtered as junk mail.

## Disabling Your Junk Email

To configure global filtering, repeat steps above. Select **Junk E-Mail Options** from the bottom of the **Junk** drop down menu. Make sure the Options tab is selected in the window that appears. If you are finding that too many messages are filtered as junk, select the top option of **No Automatic Filtering**.



Select the **Apply** button in the lower right to save any changes, then **OK** to return to Outlook. Outlook will now only send messages that have been put on your Blocked Senders list to the Junk E-Mail folder.