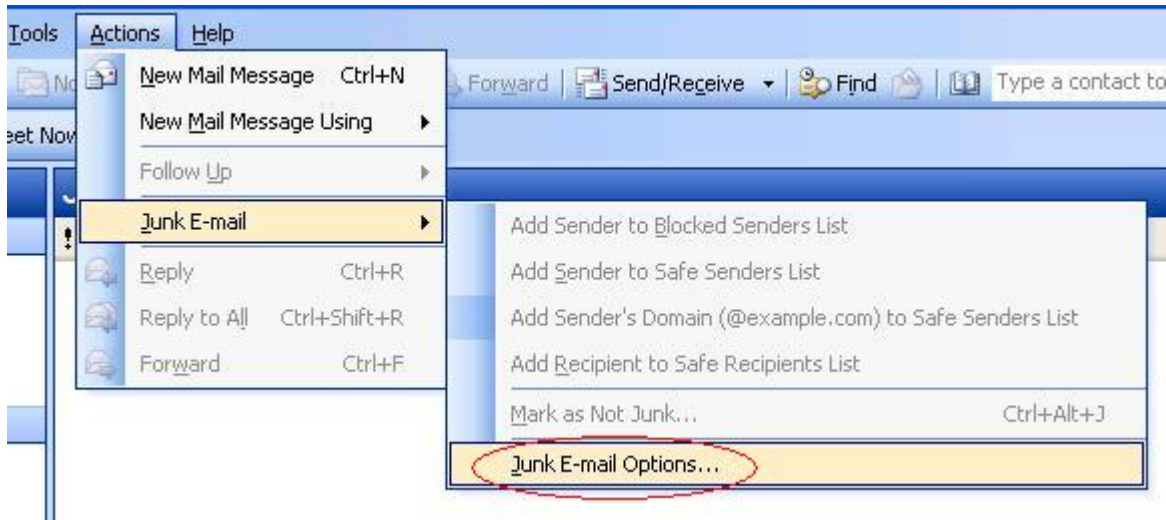


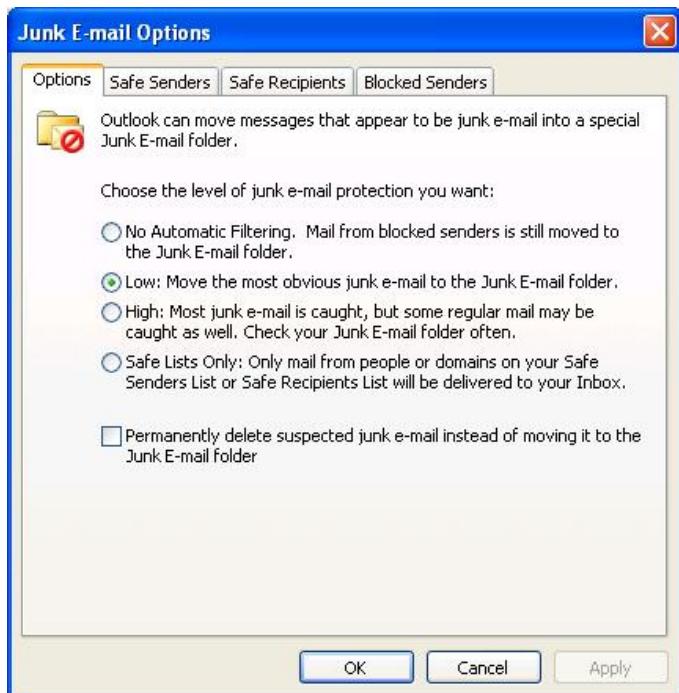
OUTLOOK JUNK EMAIL OPTIONS

1. After starting your Outlook, go to Actions → Junk E-mail and open Junk Mail Options (see below).

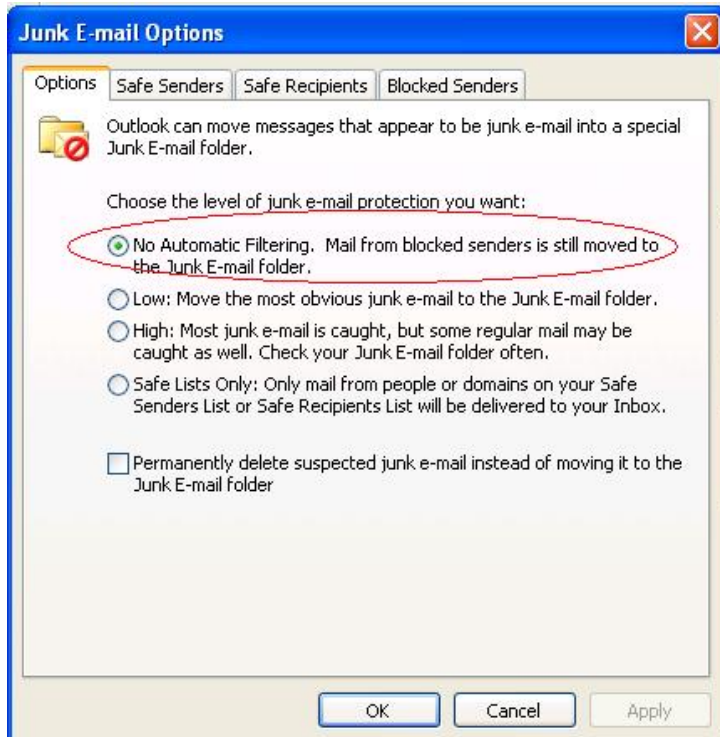


2. Turn off Automatic Filtering

The “Junk E-mail Options” window below will pop up. The functions of these different tabs and the select options are self-explanatory.



2.1. To turn off automatic filtering of emails Outlook decides could be spam, select the first option, this means you will receive all mail into your In-box excepting emails from senders previously identified as blocked. These will still be moved to the Junk E-mail folder.



The other options are also useful.

3. Safe Senders

This option permits you to choose senders that are always treated as being safe and will never be treated as junk mail.

4. Blocked Senders

This allows you to block emails from certain senders, useful if you receive spam or other unwanted mail from one particular source.