FILTER JUNK EMAIL MESSAGES

Junk email messages are unsolicited advertisements that are received in the Inbox. They are also called spam mail. When the Junk Email filter is enabled, messages that appear to be junk email will be moved to a special folder. Outlook helps to control unwanted and unsolicited messages by allowing the following:

- Creating lists of trusted and untrusted e-mail addresses and domains.
- Blocking links to external content that can make you the target of junk e-mail.

SET A JUNK E-MAIL FILTER

- Click the **Home Tab**, if necessary.
- In the **Delete Group**, click the **Junk** button.
- The list as shown in the illustration below will appear.

![Junk E-mail Options](image)

- Click one of the options to select it. These options take effect as soon as they are selected.

- Click **Junk E-mail Options** to open the **Junk E-mail Options** dialog box (see illustration on next page).
- Click the **Options** tab, if necessary.
- Select a level of protection. These levels are:
  
  **No Automatic Filtering**
  - This turns off the Automatic Junk E-mail Filter.
  - Domain Names and e-mail addresses in the Blocked Senders list will continue to be evaluated.
  - Messages from domains and e-mail addresses in this list will continue to be moved to the Junk E-mail folder.

  **Low**
  - This option will move the most obvious junk e-mail messages to the Junk E-mail folder.
  - This is a good option to choose if you don’t receive many junk e-mail messages.

  **High**
  - With this option, most junk e-mail is caught.
  - Some regular mail may be caught as well and sent to the Junk E-mail folder.
  - If this option is chosen, it is a good idea to check the Junk E-mail folder periodically for wanted messages.

  **Safe Lists Only**
  - Any e-mail messages from recipients that don’t appear on the Safe Senders List or the Safe Recipients List will be sent directly to the Junk E-mail folder.
Select the **permanently delete suspected junk e-mail instead of moving it to the Junk E-mail folder** if you want all the junk e-mail deleted at the time it is received.

- When this option is chosen, suspected junk e-mail messages are immediately deleted.
- These messages will not be moved to the Deleted Items folder.
- **DO NOT** select this check box if the protection level has been set to High or Trusted Lists only.

**SPECIFY AN E-MAIL ADDRESS OR DOMAIN FOR INCLUSION IN THE FILTER**

- Access the **Junk E-mail Options** dialog box (see illustration above).
- In this dialog box, click one of the following tabs:
  - **Safe Senders**
    - These are the people and domains that you want to receive e-mail messages from.
    - E-mail from people on the Safe Senders List will never be treated as Junk E-mail.
  - **Safe Recipients**
    - These are distribution lists that you are a member of and from which you want to receive e-mail messages.
    - Individual e-mail addresses can also be added to the Safe Recipients List.
- E-mail that is sent to e-mail addresses or domain names on your Safe Recipients List will never be treated as Junk E-mail

**Blocked Senders**

- These are people and domains from whom you do not want to receive e-mail messages.
- Messages received from any e-mail address or domain on the Blocked Senders List will be sent directly to the Junk E-mail folder.
- E-mail sent from an e-mail address or domain name that is on the Blocked Senders List will always be treated as Junk E-mail.