

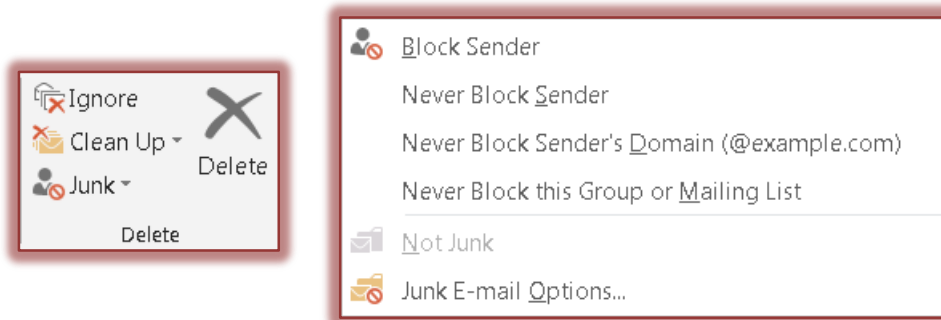
FILTER JUNK EMAIL MESSAGES

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.

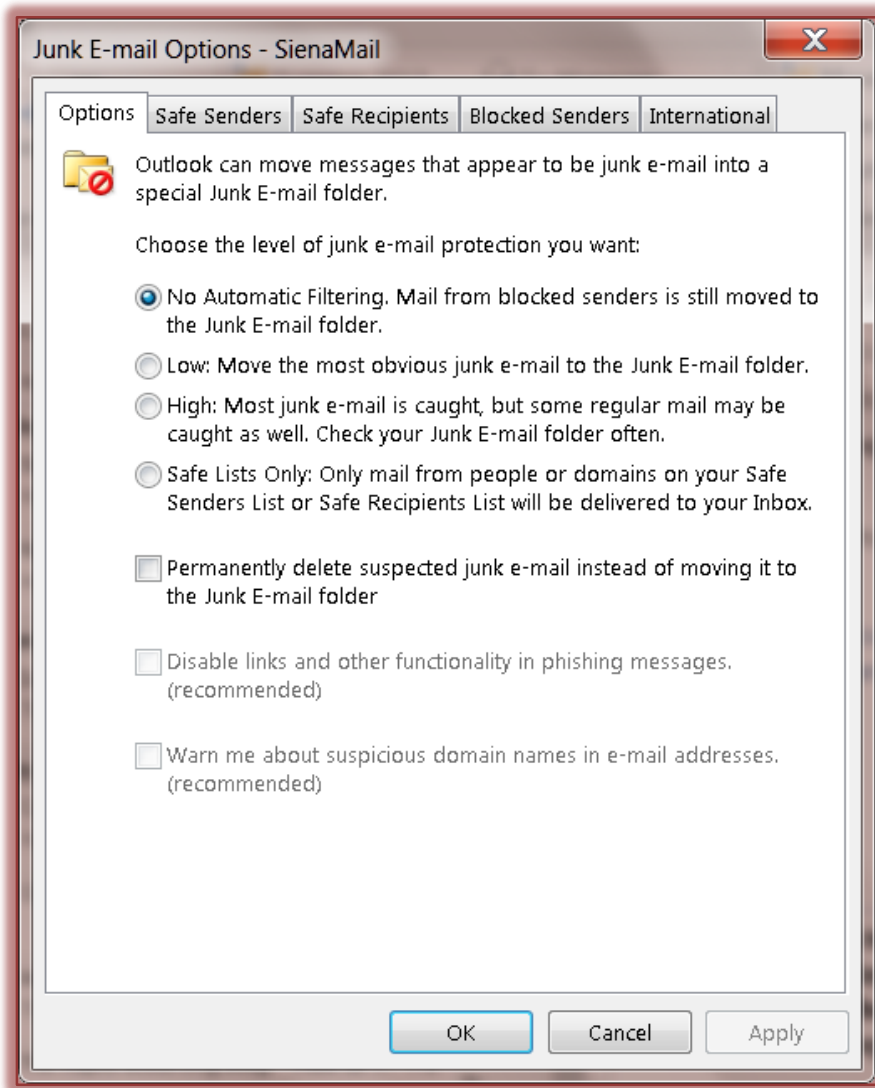
SET A JUNK E-MAIL FILTER

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



- ✦ 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.