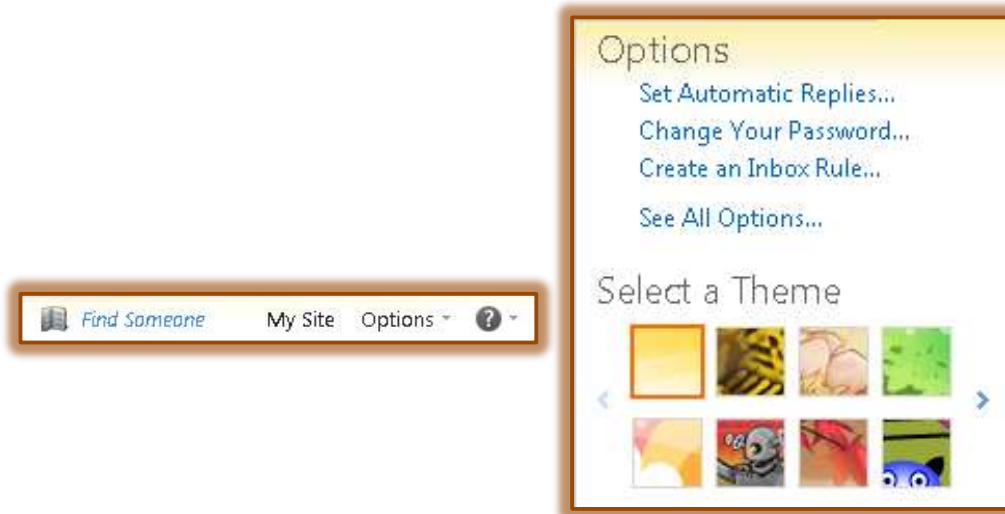


## Junk E-mail Settings

Use the **Block or Allow** tab to help control unwanted and unsolicited messages by creating and managing lists of e-mail addresses and domains that you trust and those you don't.

- 🖥️ Click the **Options** link in the **upper right** corner of the **Outlook Web Access** window (see illustration below).













- 🖥️ In the list that appears, click the **See All Options** link.
- 🖥️ Click **Block or Allow** on the left side of the window.
- 🖥️ The **Block or Allow** window will display (see illustration below).






- 🖥️ The table below explains the options that are available in this window.

Setting	Description
<b>Don't move e-mail to my Junk E-Mail folder</b>	<ul style="list-style-type: none"> <li>🖥️ This option button should be selected if you want to turn off junk e-mail filtering.</li> <li>🖥️ If this option is selected, the other options on this tab are not available.</li> <li>🖥️ Selecting this doesn't turn off the junk e-mail filtering that's been set by the administrator of the account.</li> </ul>

Setting	Description
<b>Automatically filter junk e-mail</b>	<ul style="list-style-type: none"> <li> This option should be chosen if junk e-mail filtering is to be used.</li> <li> This is in addition to the junk e-mail filtering that's been set by the e-mail administrator.</li> </ul>
<b>Safe Senders and Recipients</b>	<ul style="list-style-type: none"> <li> This list should contain senders you trust and recipients that you don't want to block.</li> <li> E-mail from these senders or to these recipients will never be treated as junk e-mail.</li> <li> Safe recipients include groups that you're a member of and from which you want to receive e-mail messages.</li> <li> Individual e-mail addresses can be added to the Safe Senders and Recipients list. <ul style="list-style-type: none"> <li>✦ A recipient is the intended destination of a message.</li> <li>✦ A recipient can be a specific person or a group.</li> </ul> </li> </ul>
<b>Trust e-mail from my contacts</b>	<ul style="list-style-type: none"> <li> If this check box is selected, e-mail from any address in your Contacts will be treated as safe.</li> </ul>
<b>Blocked Senders</b>	<ul style="list-style-type: none"> <li> Blocked senders are domains and people you don't want to receive e-mail messages from.</li> <li> Messages received from any e-mail address or domain in your Blocked Senders list are sent directly to your Junk E-Mail folder.</li> </ul>
<b>Don't trust e-mail unless it comes from someone in my Safe Senders and Recipients list or local senders</b>	<ul style="list-style-type: none"> <li> In addition to Safe Senders and Recipients and Blocked Senders, this setting can be used to treat all e-mail as junk unless it comes from someone included in your Safe Senders and Recipients list or from senders in your shared address list.</li> </ul>

**NOTE:**

-  To make changes to the **Safe Senders and Recipients** or **Blocked Senders** lists, click the **Edit** button at the top of each list.
-  To remove names and/or e-mail addresses from the **Safe Senders and Recipients** or **Blocked Senders** lists, click the **Remove** button at the top of each list.
-  Once all the changes have been made, click the **Save** button.

