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.

<table>
<thead>
<tr>
<th>Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Don't move e-mail to my Junk E-Mail folder</td>
<td>This option button should be selected if you want to turn off junk e-mail filtering. If this option is selected, the other options on this tab are not available. Selecting this doesn't turn off the junk e-mail filtering that's been set by the administrator of the account.</td>
</tr>
<tr>
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<td>Description</td>
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</tbody>
</table>
| Automatically filter junk e-mail                 | ☐ This option should be chosen if junk e-mail filtering is to be used.  
☐ This is in addition to the junk e-mail filtering that's been set by the e-mail administrator.                                                |
| Safe Senders and Recipients                      | ☐ This list should contain senders you trust and recipients that you don't want to block.  
☐ E-mail from these senders or to these recipients will never be treated as junk e-mail.  
☐ Safe recipients include groups that you're a member of and from which you want to receive e-mail messages.  
☐ Individual e-mail addresses can be added to the Safe Senders and Recipients list.  
    ✪ A recipient is the intended destination of a message.  
    ✪ A recipient can be a specific person or a group. |
| Trust e-mail from my contacts                    | ☐ If this check box is selected, e-mail from any address in your Contacts will be treated as safe.                                                                                                         |
| Blocked Senders                                  | ☐ Blocked senders are domains and people you don't want to receive e-mail messages from.  
☐ Messages received from any e-mail address or domain in your Blocked Senders list are sent directly to your Junk E-Mail folder.                                                                 |
| Don't trust e-mail unless it comes from someone in my Safe Senders and Recipients list or local senders | ☐ 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. |

**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.