

FILTERING JUNK E-MAIL MESSAGES

Junk e-mail messages are unsolicited advertisements that are received in the **Inbox**. They are also called spam mail. When the Junk E-mail filter is enabled, messages that appear to be junk e-mail 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.

SETTING A JUNK E-MAIL FILTER

✦ Do one of the following:

- ✦ Click **Actions** on the **Menu Bar**.
- ✦ Point to the **Junk E-mail** option.
- ✦ Click **Junk E-mail Options**.

or

- ✦ Click **Tools** on the **Menu Bar**.
- ✦ Click the **Options** link from the list that appears.
- ✦ Click the **Preferences** tab, if necessary.
- ✦ Click the **Junk E-mail** button.

✦ The **Junk E-mail Options** dialog box will appear (see illustration).

✦ 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**

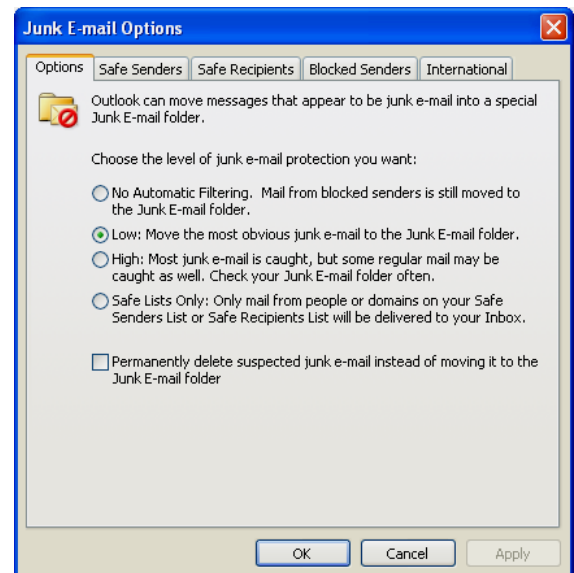
- This option will move the most obvious junk e-mail messages to the Junk E-mail folder.
- This is a good option to choose if you don't receive many junk e-mail messages.

✦ **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.

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

- ✦ Do one of the following:
 - ✦ Click **Actions** on the **Menu Bar**.
 - ✦ Point to the **Junk E-mail** option.
 - ✦ Click **Junk E-mail Options**.

or

 - ✦ Click **Tools** on the **Menu Bar**.
 - ✦ Click the **Options** link from the list that appears.
 - ✦ Click the **Preferences** tab, if necessary.
 - ✦ Click the **Junk E-mail** button.
- ✦ The **Junk E-mail Options** dialog box will appear (see illustration on previous page).
- ✦ In this dialog box, click one of the following options:
 - ✦ **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.
- ✦ It is also possible to specify one of the options above by doing one of the following:
 - ✦ Right-click on the message, click **Junk E-mail**, and then choose one of the options in the list.
 - ✦ Click **Actions** on the **Menu Bar**, click **Junk E-mail**, and then choose one of the options in the list.