

## Privacy and Junk E-mail Prevention

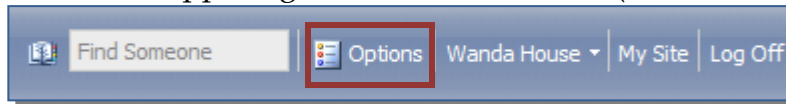
This option is used to help control unwanted and unsolicited messages (junk e-mail). Junk e-mail can strain network resources, clog e-mail servers, and fill mailboxes with unwanted and unsolicited messages. It allows you to create and manage lists of trusted and untrusted e-mail addresses and domains. (Source: Microsoft Office Outlook Help System)

To specify e-mail addresses and domains that you want to or don't want to send e-mail messages to, complete the steps in this section. Even though names have been added to the Safe Senders List and Safe Recipients List, you will still receive e-mail from other people or domains that are not included in these lists. For information on how to block all e-mail except those on these two lists, go to the section on **Allow E-mail Messages Only from Safe Lists**.

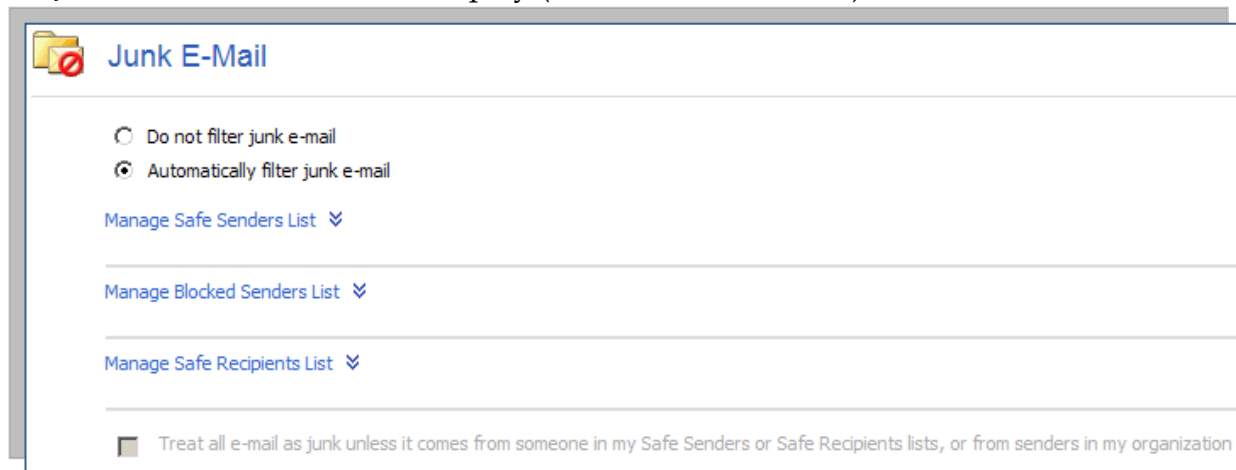
### Do Not Filter Junk E-mail

This option should be chosen if you want to disable junk e-mail filtering. If this option is chosen, unwanted and unsolicited messages will not be controlled.

- Click the **Options** link in the upper right side of the window (see illustration below).



- Click the **Junk E-mail** link on the left side of the window.
- The **Junk E-mail** window will display (see illustration below).



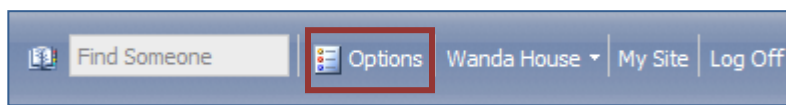
- Click the **Do not filter junk e-mail** option button.
- After this option has been selected, click the **Save** button (see illustration at right).



### Automatically Filter Junk E-mail

This option should be chosen to enable junk e-mail filtering. Once this option is chosen, incoming mail will be processed based on the senders and recipient list. When an item is deleted from the junk e-mail folder, the items are moved to the Deleted Items folder. When the Junk E-mail folder is emptied the items are permanently deleted.

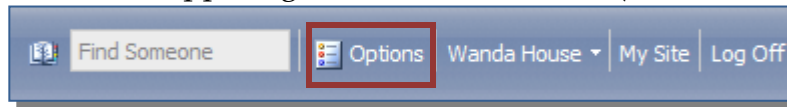
- Click the **Options** link in the upper right side of the window (see illustration below).
- Click the **Junk E-mail** link on the left side of the window.
- The **Junk E-mail** window will display (see illustration in previous section).



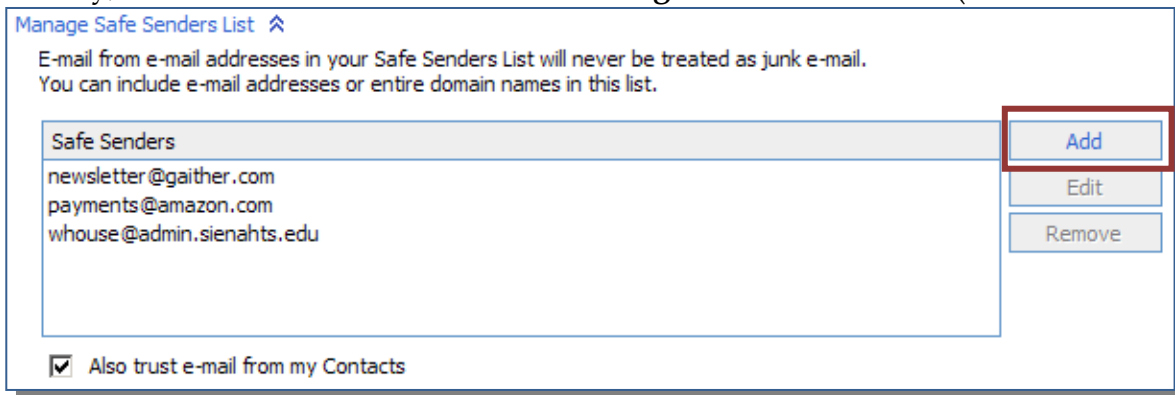
## Modify Safe Senders List

Safe senders 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.

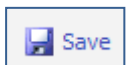
- Click the **Options** link in the upper right side of the window (see illustration below).



- Click the **Junk E-mail** link on the left side of the window.
- Click the **Automatically Filter Junk E-mail** option button.
- If necessary, click the double arrows next to **Manage Safe Senders List** (see illustration below).



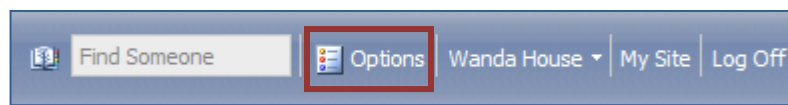
- Click the **Add** button on the right side of the **Safe Senders** list.
- A new line will appear in the **Safe Senders** box.
- Input the address that is to be added to the **Safe Senders** list.
- Press **Enter** on the keyboard.
- Click the **Edit** button to make changes to an entry in the **Sage Senders** list.
- Click the **Remove** button to remove an entry from the list.
- To allow e-mail messages from your **Contacts** list, make sure the check box for **Also trust e-mail from my Contacts** option is checked.
- Click the **Save** button at the top of the window to save the changes that were just made (see illustration at right).



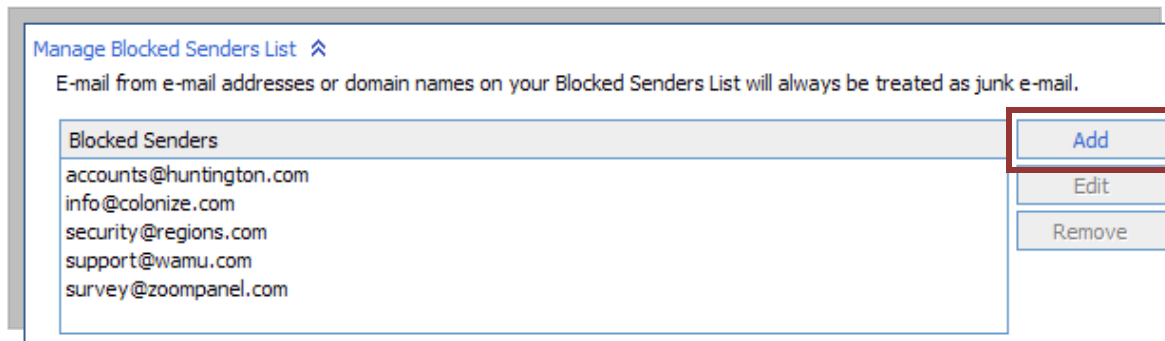
## Modify Blocked Senders List

Blocked senders 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.

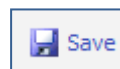
- Click the **Options** link in the upper right side of the window (see illustration below).



- Click the **Junk E-mail** link on the left side of the window.
- Click the **Automatically Filter Junk E-mail** option button.
- If necessary, click the double arrows next to **Manage Safe Senders List** (see illustration below).
- Scroll down the window to the **Modify Blocked Senders List** option (see illustration top of next page).



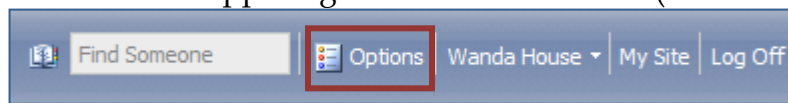
- 🖥️ Click the **Add** button on the right side of the **Safe Senders** list.
- 🖥️ A new line will appear in the **Blocked Senders** box.
- 🖥️ Input the address that is to be added to the **Block Senders** list.
- 🖥️ Press **Enter** on the keyboard.
- 🖥️ Click the **Edit** button to make changes to an entry in the **Blocked Senders** list.
- 🖥️ Click the **Remove** button to remove an entry from the list.
- 🖥️ Click the **Save** button at the top of the window to save the changes that were just made (see illustration at right).



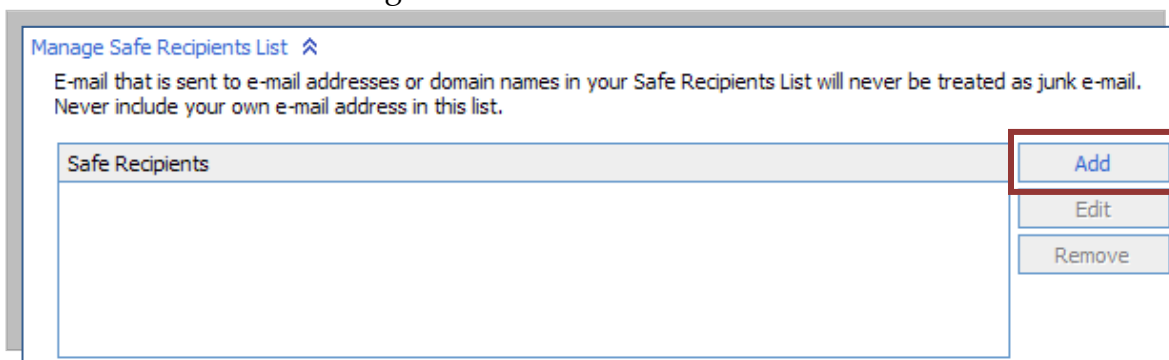
### Modify Safe Recipients List

Safe recipients 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.

- 🖥️ Click the **Options** link in the upper right side of the window (see illustration below).



- 🖥️ Click the **Junk E-mail** link on the left side of the window.
- 🖥️ Click the **Automatically Filter Junk E-mail** option button.
- 🖥️ If necessary, click the double arrows next to **Manage Safe Senders List**.
- 🖥️ Scroll down the window to the **Modify Safe Recipients List** option (see illustration below).
- 🖥️ Click the **Add** button on the right side of the **Safe Senders** list.



- 🖥️ A new line will appear in the **Safe Recipients** box.
- 🖥️ Input the address that is to be added to the **Safe Recipients** list.
- 🖥️ Press **Enter** on the keyboard.
- 🖥️ Click the **Edit** button to make changes to an entry in the **Sage Recipients** list.
- 🖥️ Click the **Remove** button to remove an entry from the list.
- 🖥️ Click the **Save** button at the top of the window to save the changes that were just made (see illustration at right).



## Other Junk E-mail Options

This option is used to filter all e-mail. Any e-mail not in the Safe Senders list, Safe Recipients list, or from senders in your organization will be treated as junk. At the bottom of the **Junk E-mail** window, click the check box for **Treat All E-mail as Junk** (see illustration below).

Treat all e-mail as junk unless it comes from someone in my Safe Senders or Safe Recipients lists, or from senders in my organization