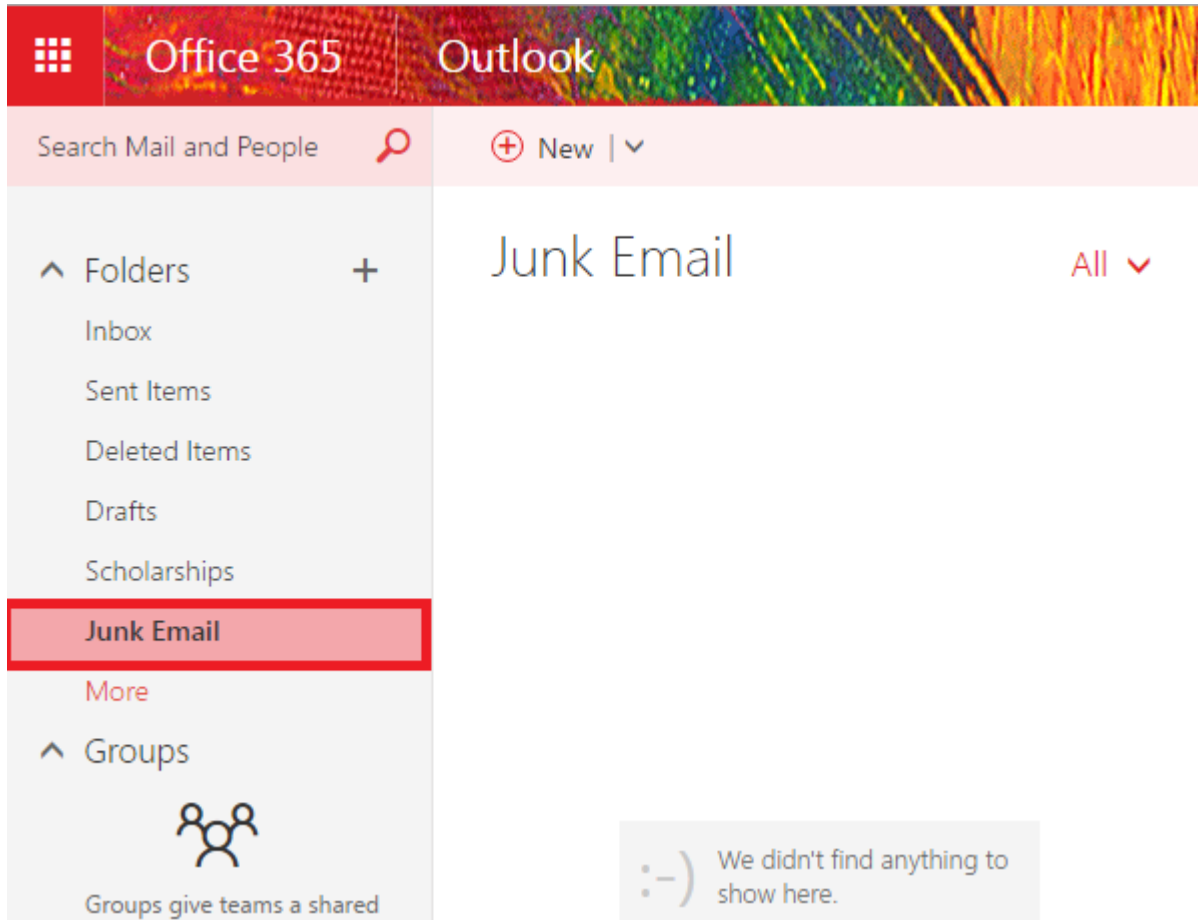
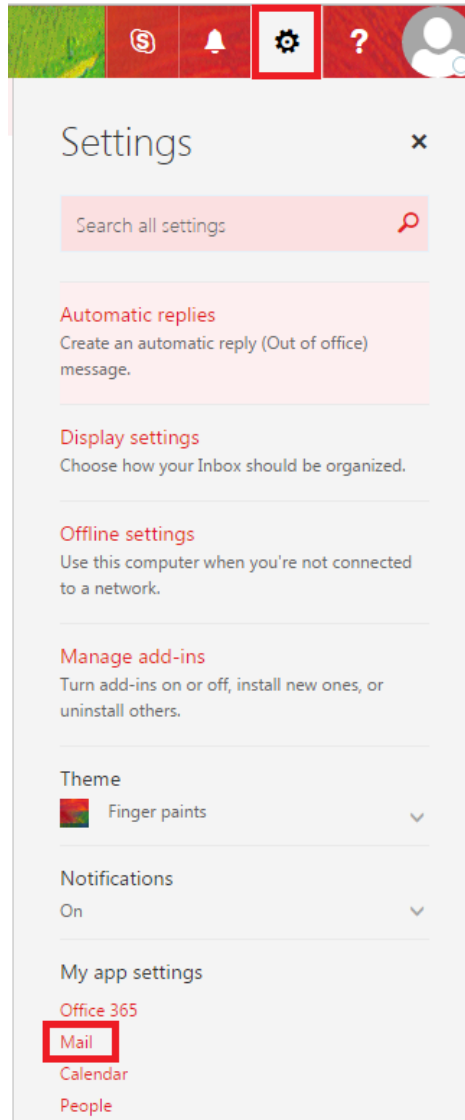


How to use Junk Email Options in Office 365 Web Mail Application

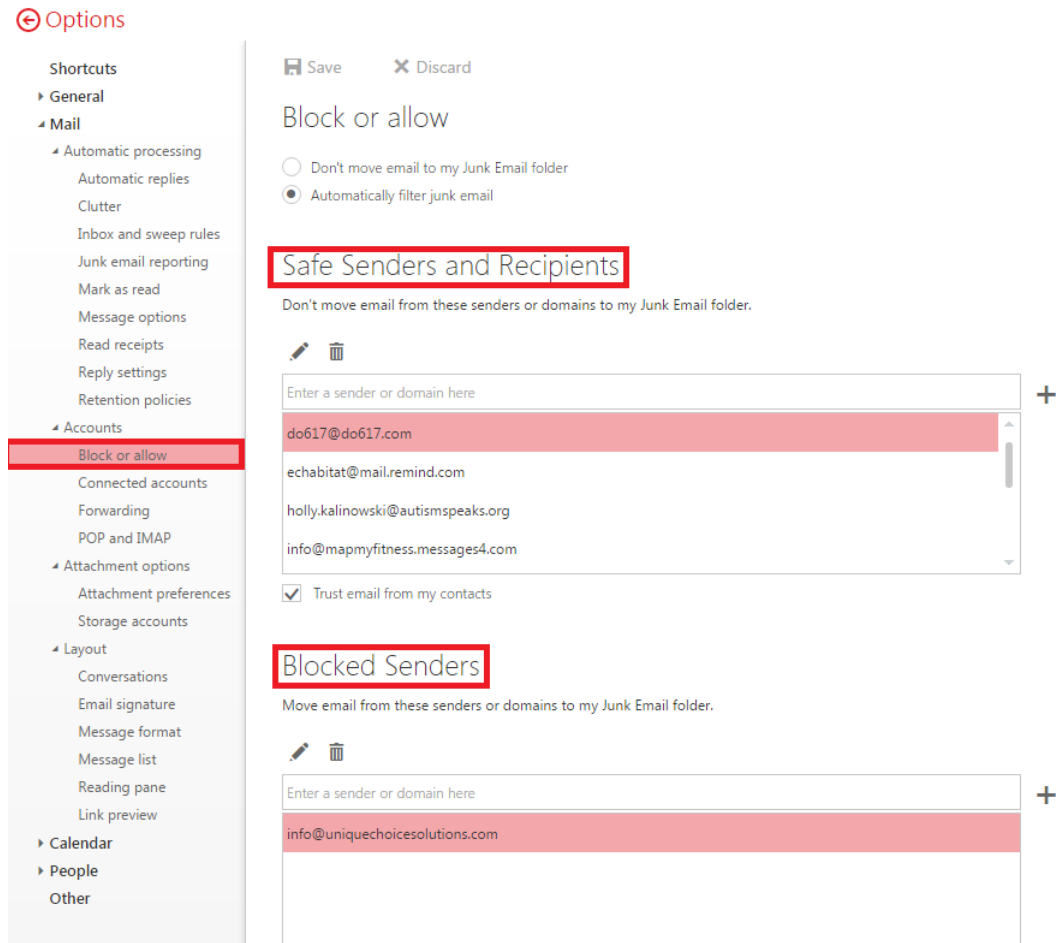
1. After opening the Web Mail Application in Office 365, the junk mail folder can be accessed by clicking on "Junk Email" under the "Folders" heading.



2. In order to access your junk mail options, first click on the settings gear in the top right hand corner of the screen. Next, scroll down to the "My App Settings" heading, and click on "Mail."



3. Once the mail settings are open, access the block and allow options by clicking on "Block or allow" under the "Accounts" heading. From here, senders/domains may be added to the safe senders or blocked sender settings.



If you have any questions or concerns regarding this document, please contact the Helpdesk at Helpdesk@emmanuel.edu or call us at 617-735-9966.

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