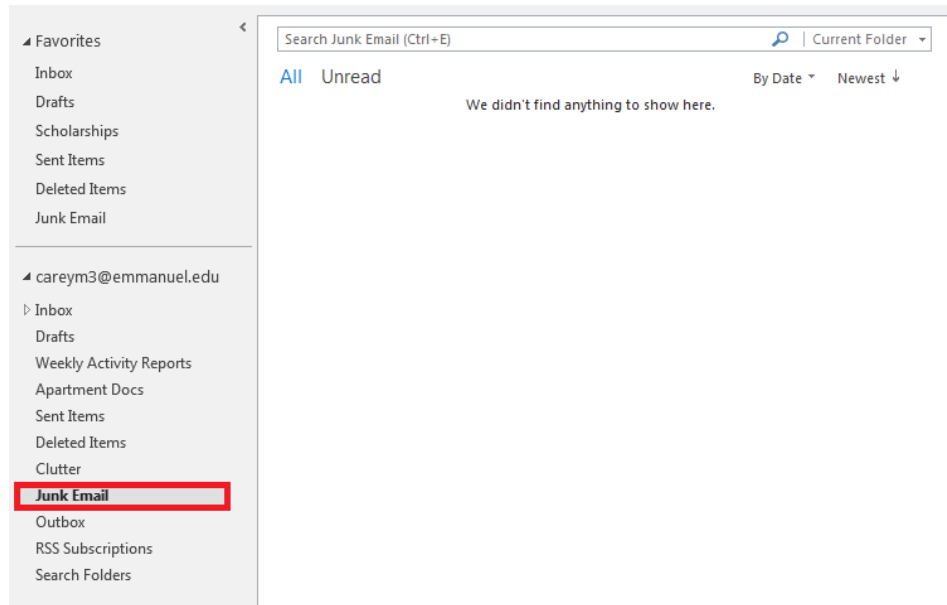
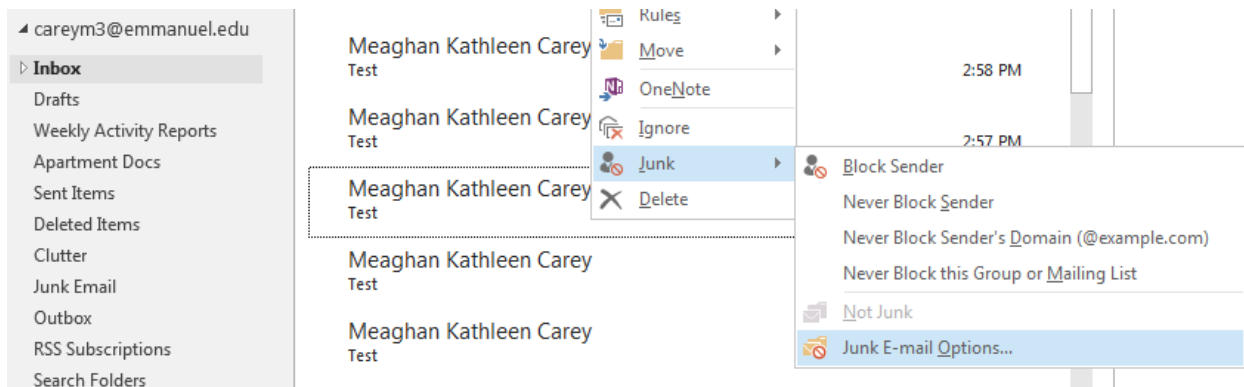


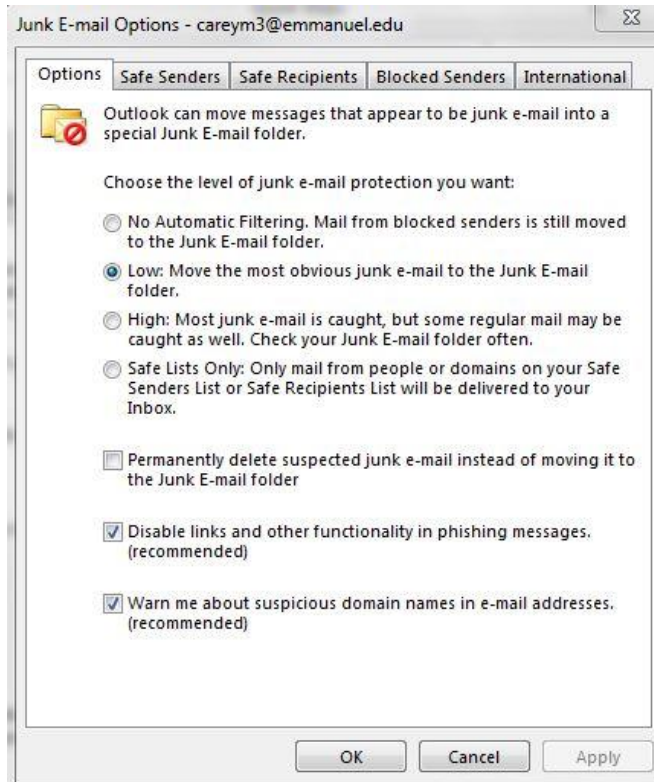
How to use Junk Email Options in Microsoft Outlook (2013)

1. After opening Microsoft Outlook 2013, junk email can be accessed by clicking on “Junk Email” on the left column.

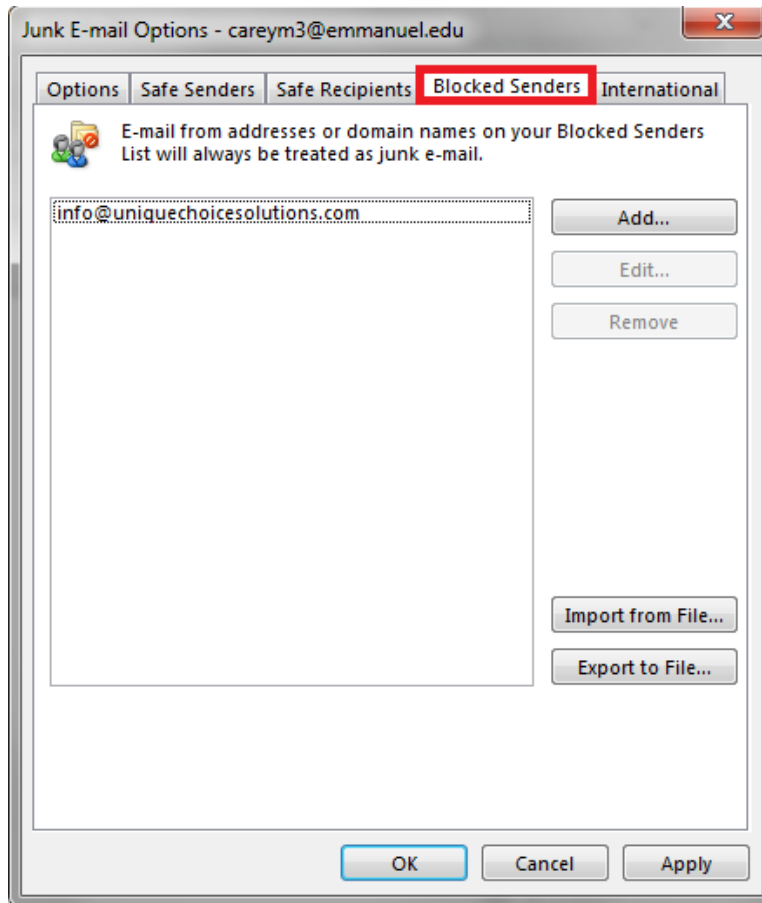


2. Junk email options may be accessed from any folder. To open these options, right click on any email, scroll down and hover over the “Junk” option, and lastly click on “Junk E-mail Options.”

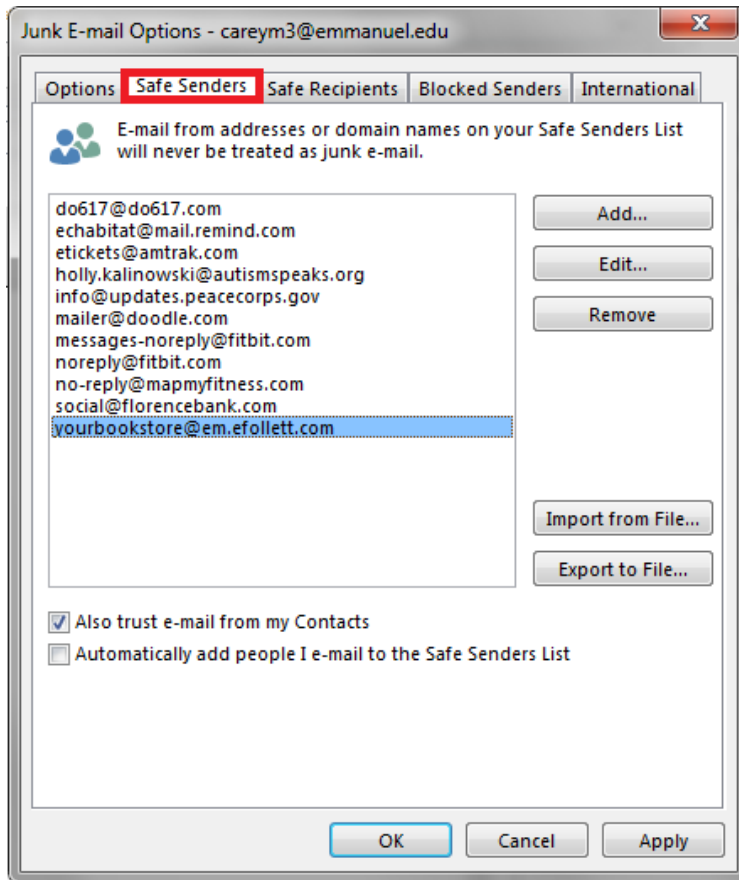




3. After opening “Junk E-mail Options,” there will be five different tabs of settings to navigate through. The level of protection for junk email may be changed under the “Options” tab. The default level of protection is “Low,” but may be changed to “High” for more protection.



4. Under the “Blocked Senders” heading in “Junk E-mail Options,” addresses and domain names can be added to the “Block-list.” When an email address or domain are added to this list, all further e-mails received will go directly to the Junk mail folder in Outlook. In addition, addresses and domain names previously entered into this list can be edited or removed by navigating to the three buttons on the right side of the “Block-list”.



5. Under the “Safe Senders” tab of “Junk E-mail Options,” addresses and domains can be manually whitelisted by clicking “Add.” Entries may also be edited or removed using additional buttons on the right hand side. Any email address or domain name on the safe senders list will not be put into the junk mail folder, but rather directly to the Inbox.

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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