



Quick Reference Guide

Junk Email in Outlook

Overview

No one likes spam or junk email. The Outlook Junk Email Filter doesn't stop delivery of junk email messages, but does the next best thing—it moves suspected spam to the Junk Email folder. It's a good idea to regularly review messages in the Junk Email folder to check for legitimate messages that were incorrectly classified as junk.

Report Junk or Phishing Emails

You can report an email as Junk, Phishing, or Not Junk. Reporting the message helps Microsoft improve spam filters and protects the district from cyber-attacks.

Junk Emails: Junk email messages are typically referred to as spam. These are messages that you don't want to receive that may be advertising products you don't use or find offensive.

Phishing Emails: Phishing is the practice of luring you into disclosing personal information, such as bank account numbers and passwords. Often phishing messages look legitimate, but have deceptive links that actually open fake websites.

Legitimate (Not Junk) Emails: If you know the sender and you're expecting the message, or if you receive a message that's mistakenly marked as junk, you can use the Report Message option to mark the message as Not Junk. This will move the message from the Junk Email folder back to your Inbox.

1. Open your **Inbox** or **Junk Email** folder.

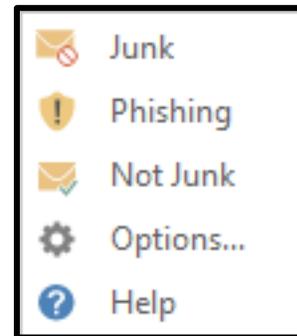


2. Select the **message** you want to report.

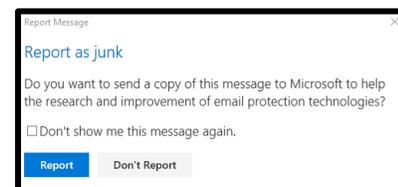
3. Click **Report Message** in the upper right corner.



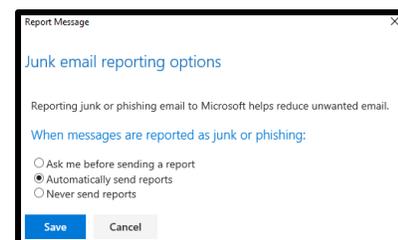
4. Select an option: **Junk, Phishing, or Not Junk**.



5. A message window will open, select **Report or Don't Report**. You are encouraged to report Phishing emails.



Note: You can set your email reporting options, so that you do not have to select an option every time you report a message. To do so, select **Options** under **Report Message**. Choose an **option** and click **Save**.





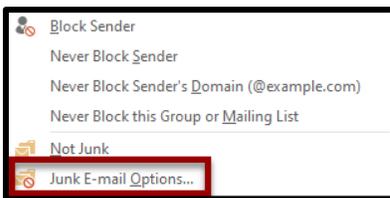
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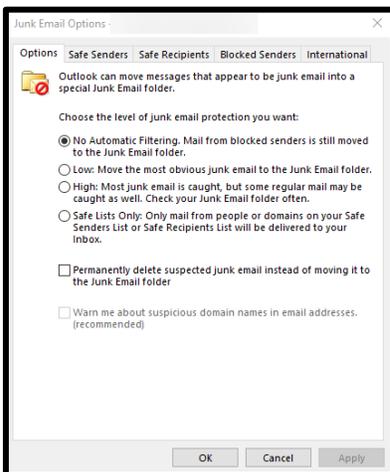
Junk Email Options

While the Junk Email Filter checks your incoming messages automatically, Junk Email Filter Lists let you control what is considered spam. You can add names, email addresses and domains to these lists so the filter doesn't check messages from sources you trust, or blocks messages that arrive from specific email addresses and domains you don't know or trust.

1. Open your **Inbox** or **Junk Email** folder.
2. Right-click the **message**.
3. Scroll to **Junk** and select **Junk E-mail Options**.

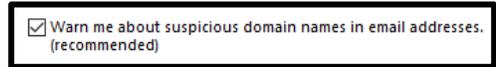


4. Junk Email Options allow you to choose your level of junk email protection. Read the **descriptions** and choose the **level of protection** you want applied to your incoming emails. Click **Apply/OK**.



Note: If you select Low, High, or Safe Lists Only, you have the option to receive a

warning about suspicious domain names in email addresses.



Safe Senders

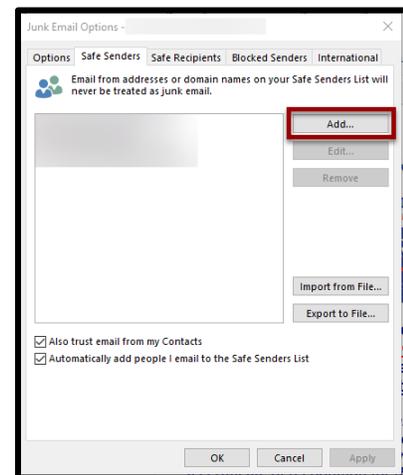
You can add email addresses and domain names to your safe Senders List, which will never be treated as junk email.

Option 1

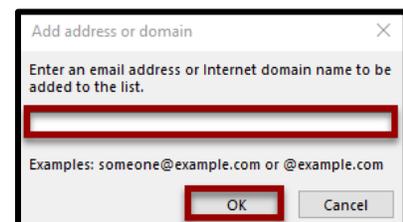
1. In Junk Email Options, click the **Safe Senders** tab.



2. Click **Add**.



3. Enter the **email address of the sender** and click **OK**.



4. There are two additional options available:



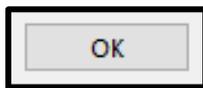
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- a. Also trust email from my Contacts
- b. Automatically add people I email to the Safe Senders List

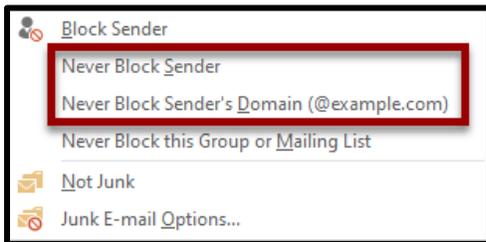
Also trust email from my Contacts
 Automatically add people I email to the Safe Senders List

If you select one or both of these options, check the box and click **OK**.



Option 2

1. Right-click **the Sender's email**.
2. Scroll to **Junk** and select **Never Block Sender** to add the sender to your Safe Sender List. Select **Never Block Sender's Domain** to add the domain to your Safe Senders List.



3. Click **OK** when the message opens confirming the sender or domain has been added to your Safe Senders List.



Option 3

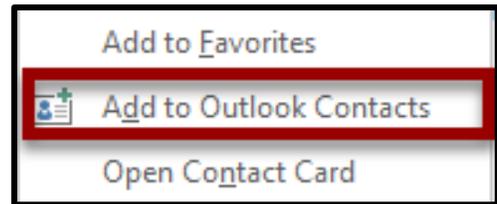
1. Select **Also trust email from my Contacts** in Junk Email Options, Safe Senders tab, if you have not done so.

Also trust email from my Contacts
 Automatically add people I email to the Safe Senders List

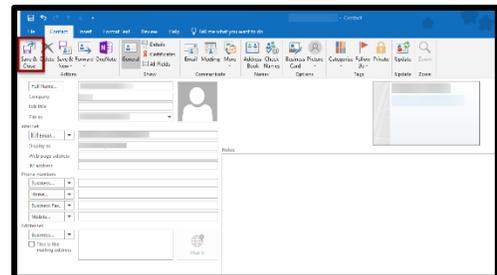
2. Open the **sender's email message**.
3. Right-click the **sender's email address**.



4. Select **Add to Outlook Contacts**.



5. Update information and click **Save & Close**.

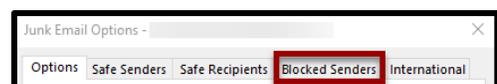


Blocked Senders

You can easily block messages from particular senders by adding their email addresses or domain names to the Blocked Senders List. When you add a name or email address to this list, Outlook moves any incoming message from that source to the Junk Email folder.

Option 1

1. In Junk Email Options, click the **Blocked Senders** tab.



2. Click **Add**.

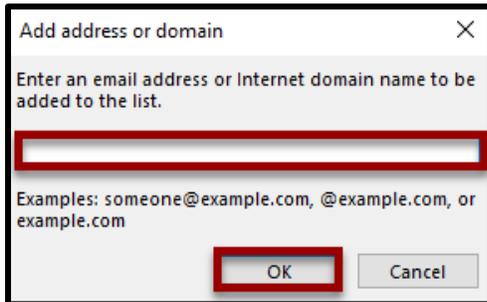




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3. Enter the **email address of the sender** and click **OK**.



Option 2

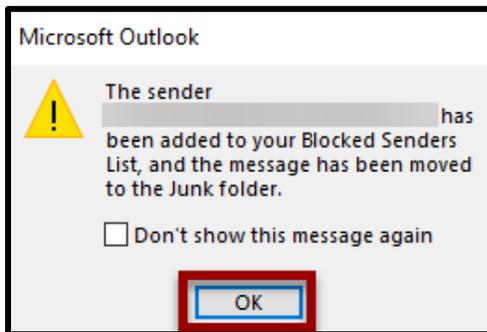
1. Right-click the **Sender's email**.



2. Scroll to **Junk** and select **Block Sender** to add the sender to your Blocked Sender List.

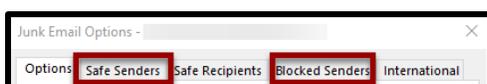


3. Click **OK** when the message opens confirming the sender has been added to your Blocked Senders List.

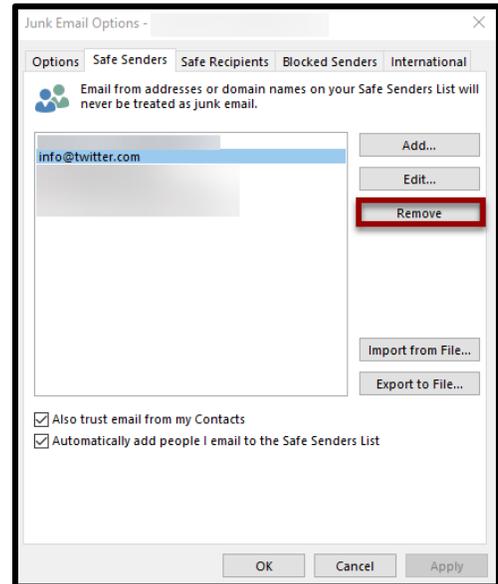


Remove Safe or Blocked Senders

1. In Junk Email Options, click the **Safe Senders or Blocked Senders** tab.



2. Click the **Sender** from the list in the box and click **Remove**.



3. Click **OK**.

