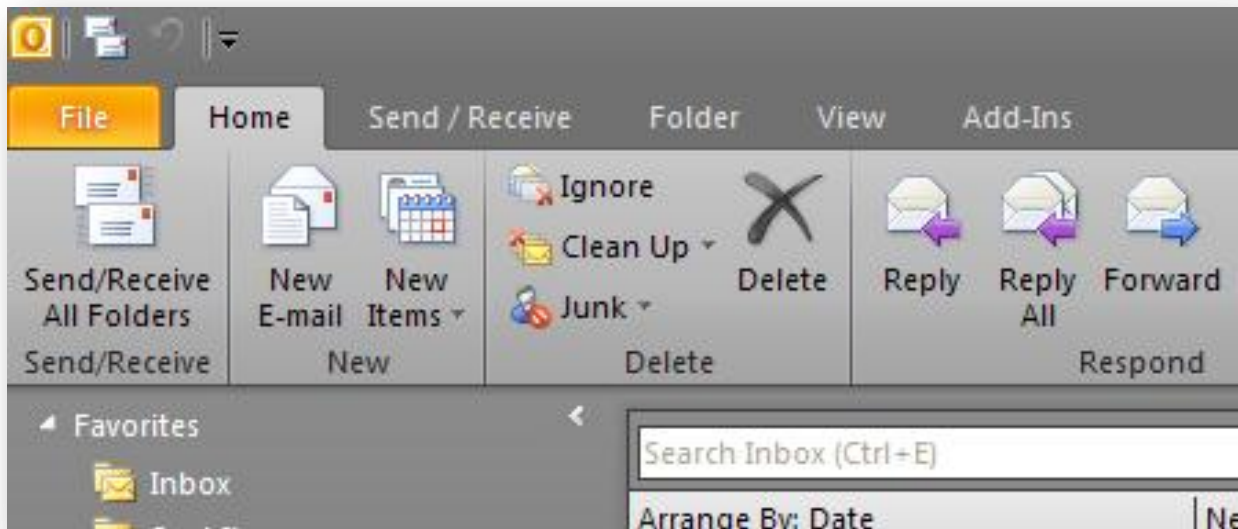


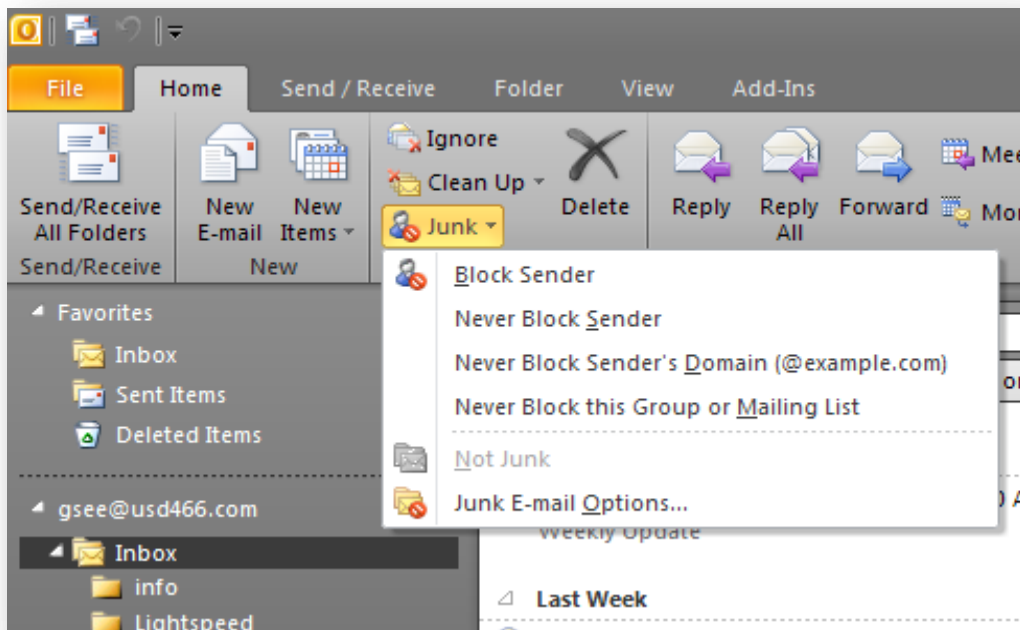
# How to set up you Junk Mail options in Outlook 2010

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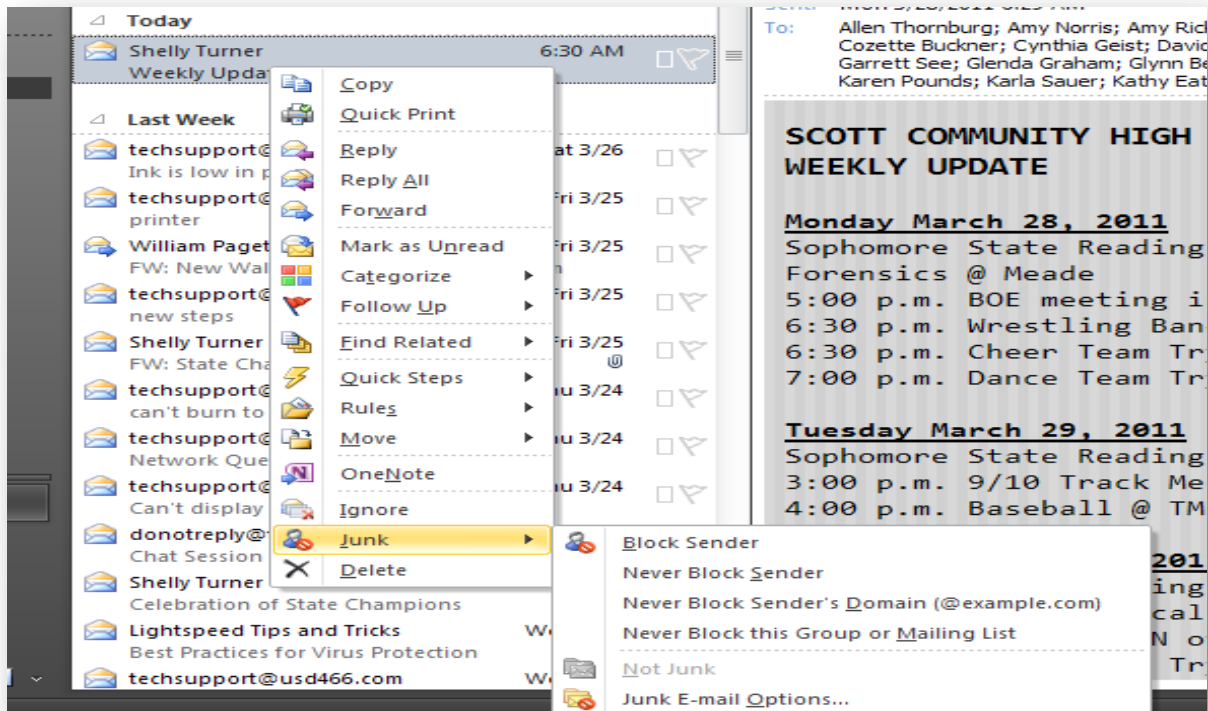
To make sure you are getting the email you should be today we are going to set up your junk email rules in Microsoft Outlook 2010. To start with find the button for Junk, and click the down arrow beside it.



Once you click the down arrow you should see



The first four options before the separator are for any email you currently have selected. You can also access these options by right clicking any email, as shown below.



Lets look at each of the 4 options in depth for a moment.

### Block Sender

This option is pretty easy to understand. It adds the sender ([soanso@example.com](mailto:soanso@example.com)) to your junk mail list. Any email received by them will be placed in your junk email folder automatically. This is part of the information sent back to Microsoft as part of the anonymous usage data, and these addresses are part of the resource used to generate the automatic rules. This is why you should use the remove link on emails that you subscribed for and no longer want instead of using the block sender option, otherwise addresses that are not sending out spam will be blocked for others users.

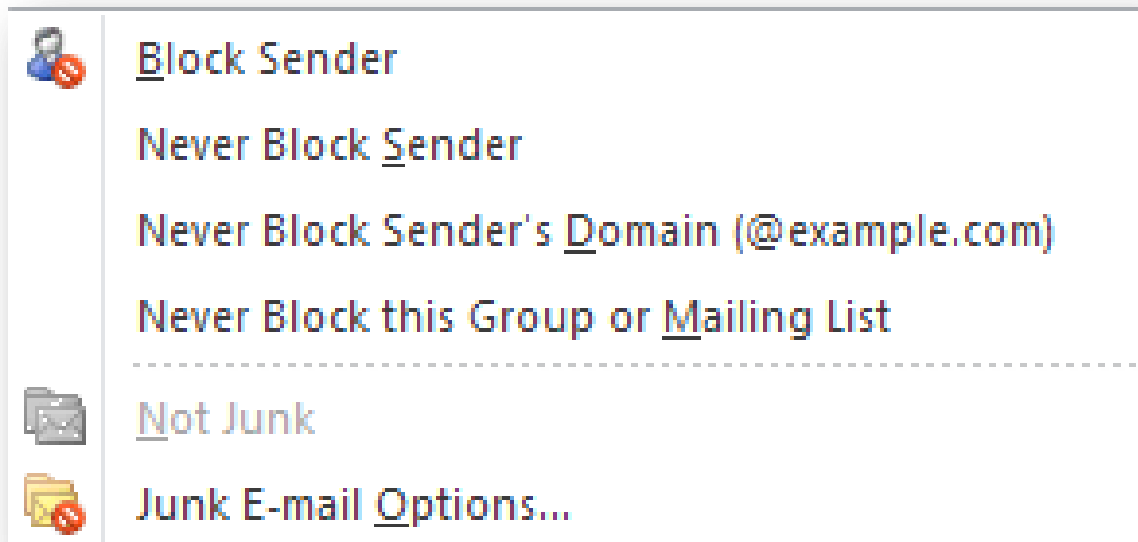
### Never Block Sender & Never Block Sender's Domain

Another easy to understand option, by selecting an email and clicking this you are telling Outlook you trust the sender ([soanso@example.com](mailto:soanso@example.com)) or every sender from a domain (@Example.com) and nothing they send you should ever be considered junk or spam. I would suggest adding USD466.com to this list as domain. You can do that by clicking on the email you got with this document and selecting Never Block Sender's Domain.

### Never Block this Group or Mailing List

This option is only for if you have set up email groups or a mailing list both of which are beyond the scope and purpose of this document.

There is a separator line then two more options. Let's take a look at those two now.

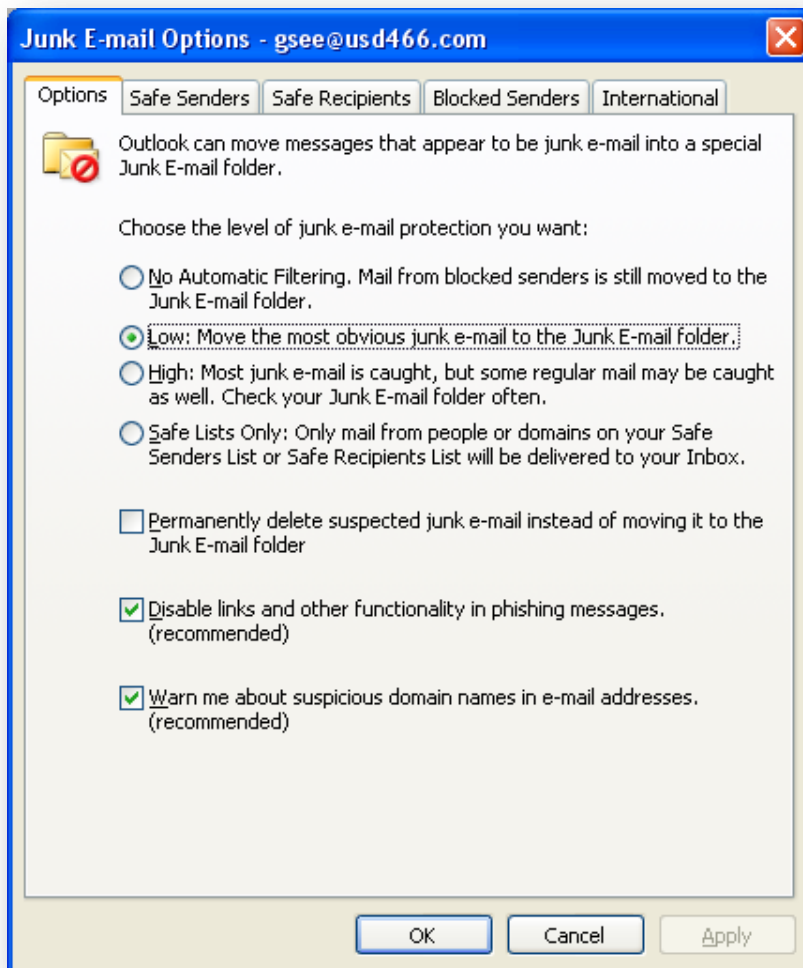


### Not Junk

If you check inside of your junk mail box, something you should do at least weekly, and if you see an email that isn't supposed to be in there, or was sent there automatically and it doesn't need to be, you can click this and it will flag the email, and send it back into to your Inbox.

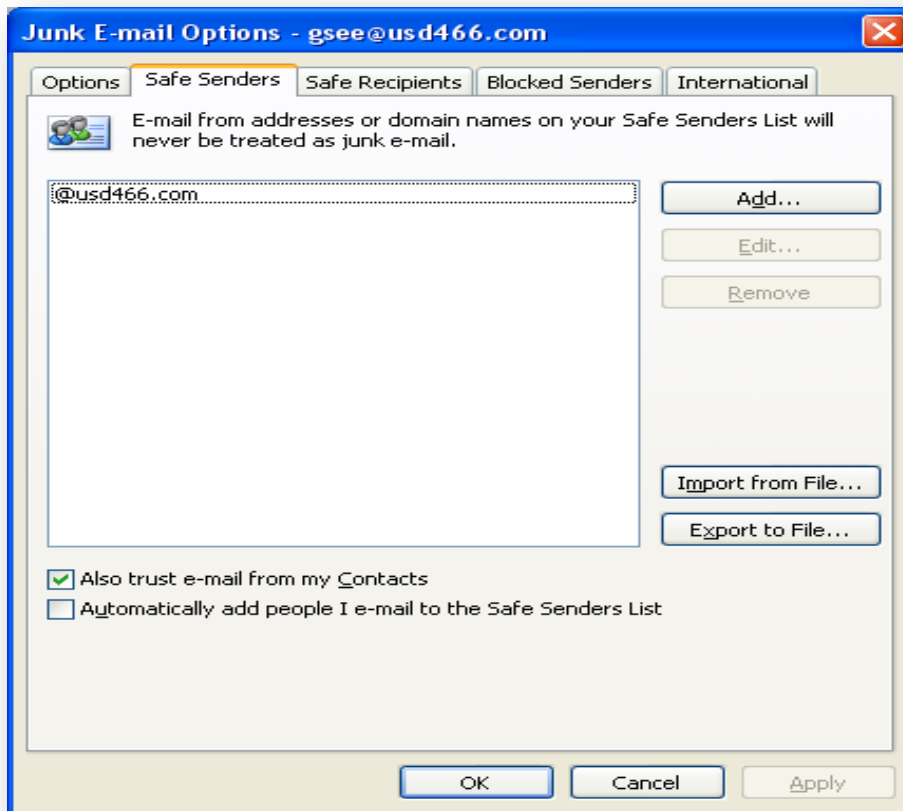
### Options

The last option is Junk E-Mail Options... this is where you can fine tune your junk mail settings, and quickly add groups of senders or domains to the safe sender or junk sender lists. Once you click that you will get a screen that looks like:



These are the default settings as well as the settings recommended by the staff of the information technology department. The only one that I would suggest changing at all would be level from low to either No Automatic Filtering or High, but only after you set up safe sender list.

## Safe Senders



Here is the safe senders list. If you have added sender via the option covered before (Never Block Sender or Never Block Sender's Domain) they will show up here. You can also add them by clicking on add and typing the email address or domain in to the pop up. The picture above is of the default settings. I would suggest clicking "Automatically add people I e-mail to the Safe Senders List".

The blocked sender's page looks almost identical to this one, except it has no check boxes at the bottom of the page. It is the same procedure to add someone to it as it was to add someone to your safe senders list.