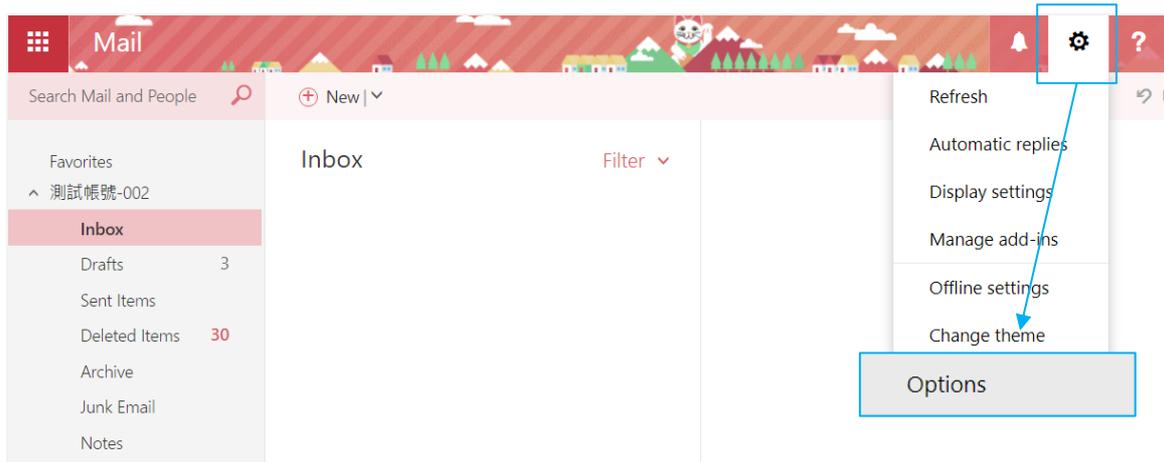


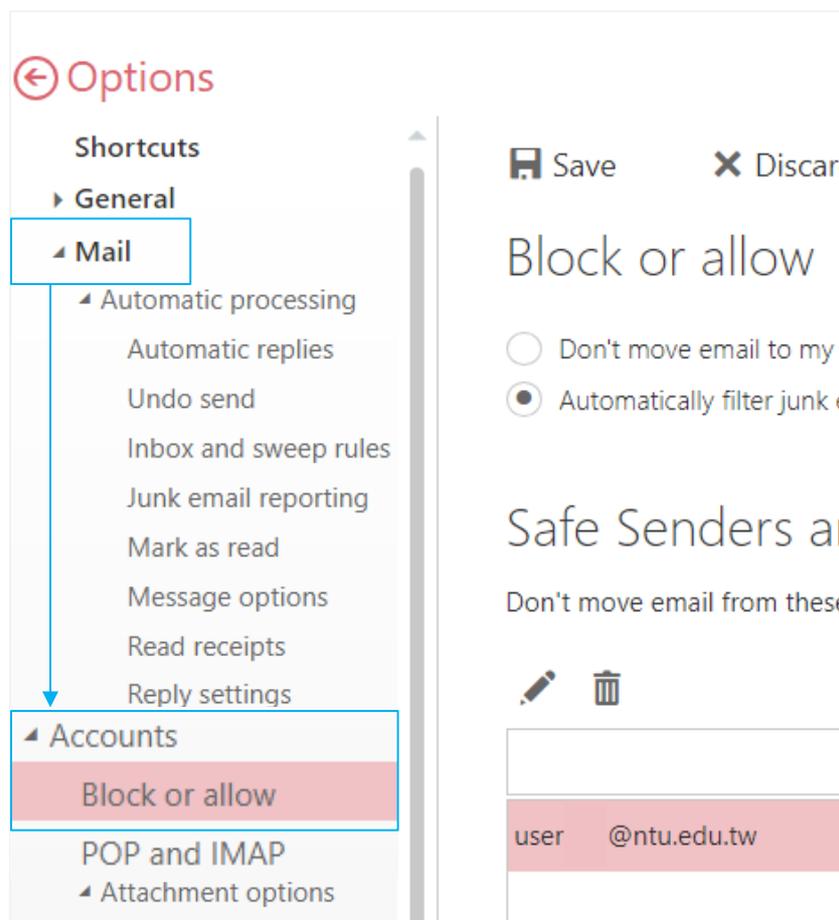
Block or allow senders and junk mail setting

Users can filter emails by settings, adding safe senders to ensure important emails don't end up in mail folder. By adding blocked senders, they can reduce spam and safeguard the security of their mailbox.

1. Please click on the settings icon, click **【Options】** .

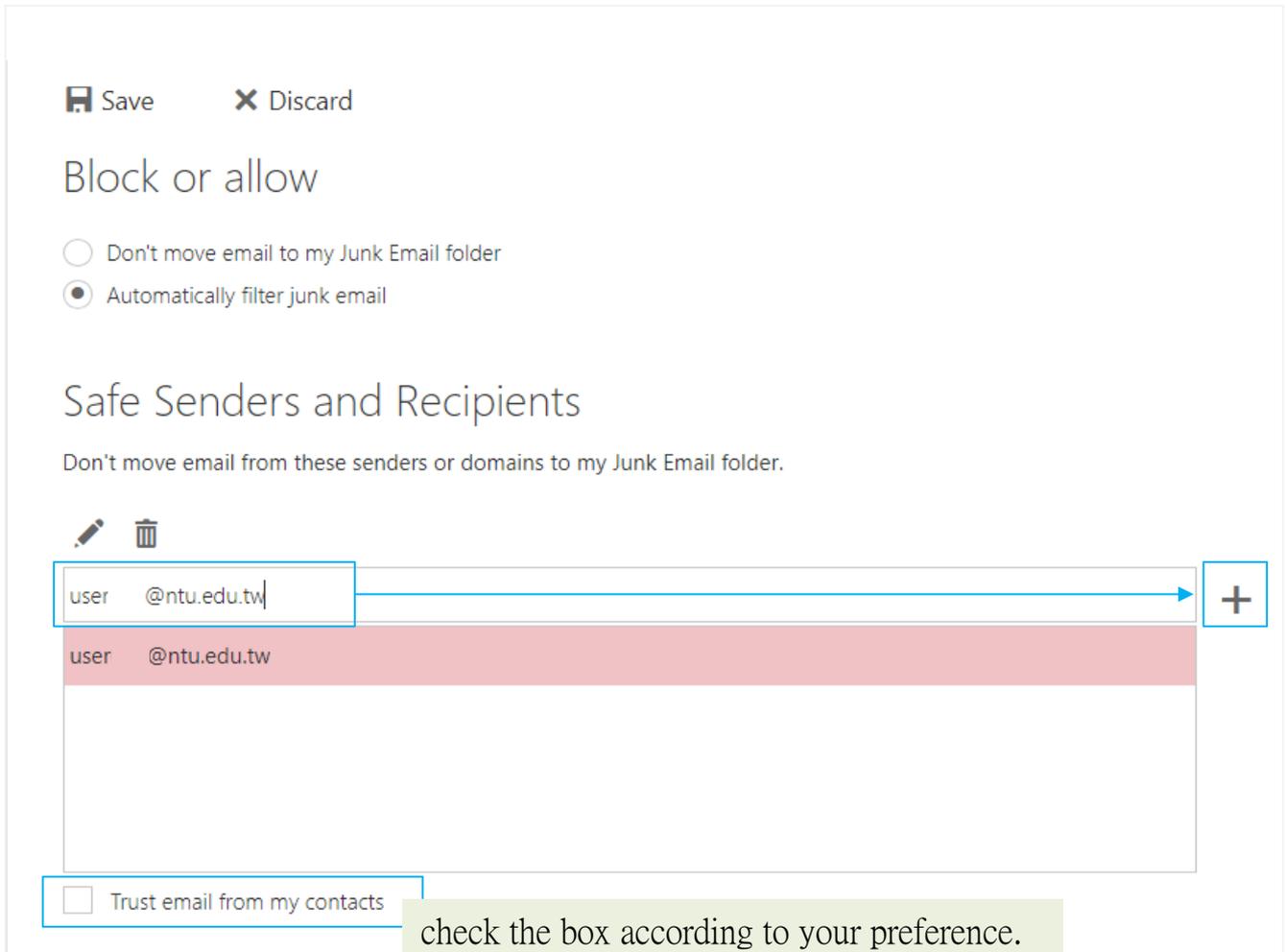


2. Click on **【Mail】** to expand → **【Accounts】** → **【Block or allow】** .



Adding safe senders and Recipients :

Add the senders email address, then click **【Save】** .



 Save  Discard

Block or allow

Don't move email to my Junk Email folder
 Automatically filter junk email

Safe Senders and Recipients

Don't move email from these senders or domains to my Junk Email folder.

user @ntu.edu.tw 

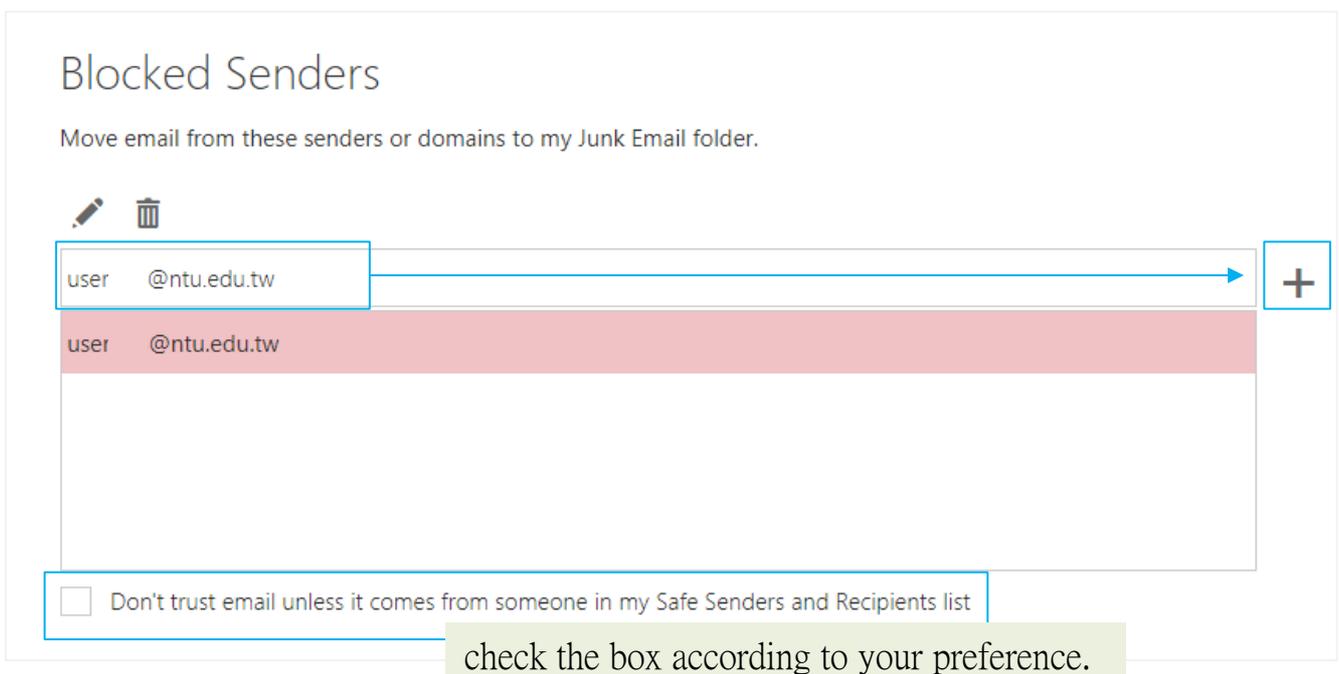
user @ntu.edu.tw

Trust email from my contacts

check the box according to your preference.

Adding Blocked Senders :

Add the senders email address, then click **【Save】** .



Blocked Senders

Move email from these senders or domains to my Junk Email folder.

user @ntu.edu.tw 

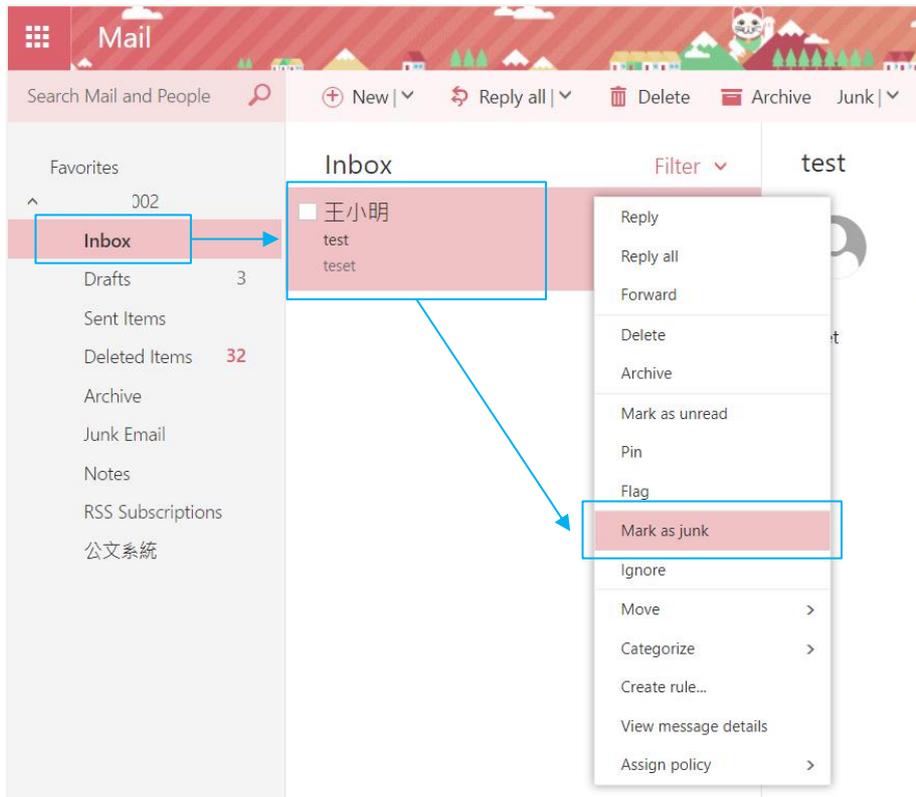
user @ntu.edu.tw

Don't trust email unless it comes from someone in my Safe Senders and Recipients list

check the box according to your preference.

Mark as junk :

To Mark as junk mail, right-click on the email and select **【Mark as Junk】** or click **【Junk】** from the menu above.



Mark as not junk :

If you find a non-junk email in the junk Email folder, right-click on the email and select **【Mark as Not Junk】** or click **【Not Junk】** from the menu above.

