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].

🛄 Mail					?
Search Mail and People	P	⊕ New ∽		Refresh	9 נ
Favorites		Inbox	Filter 🗸	Automatic replies	
▲ 測試帳號-002 Inbox				Manage add-ins	
Drafts	3	Offline settings			
Sent Items Deleted Items	30	Change theme		Change theme	
Archive				Options	
Junk Email				options	
Notes					

2. Click on [Mail] to expand \rightarrow [Accounts] \rightarrow [Block or allow].





Adding safe senders and Recipients :

Add the senders email address, then click [Save].

R Save X Discar	rd						
Block or allow							
 Don't move email to my Junk Email folder Automatically filter junk email 							
Safe Senders a Don't move email from thes	nd Recipients e senders or domains to my Junk Email folder.						
× 💼							
user @ntu.edu.tw	+						
user @ntu.edu.tw							
Trust email from my cor	itacts						
	check the box according to your preference.						

Adding Blocked Senders :

Add the senders email address, then click [Save].

Bloc	cked Senders email from these sender	s or domains to my Junk Email folder.				
	۵					
user	@ntu.edu.tw			+		
user	@ntu.edu.tw					
Don't trust email unless it comes from someone in my Safe Senders and Recipients list						
L		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.

