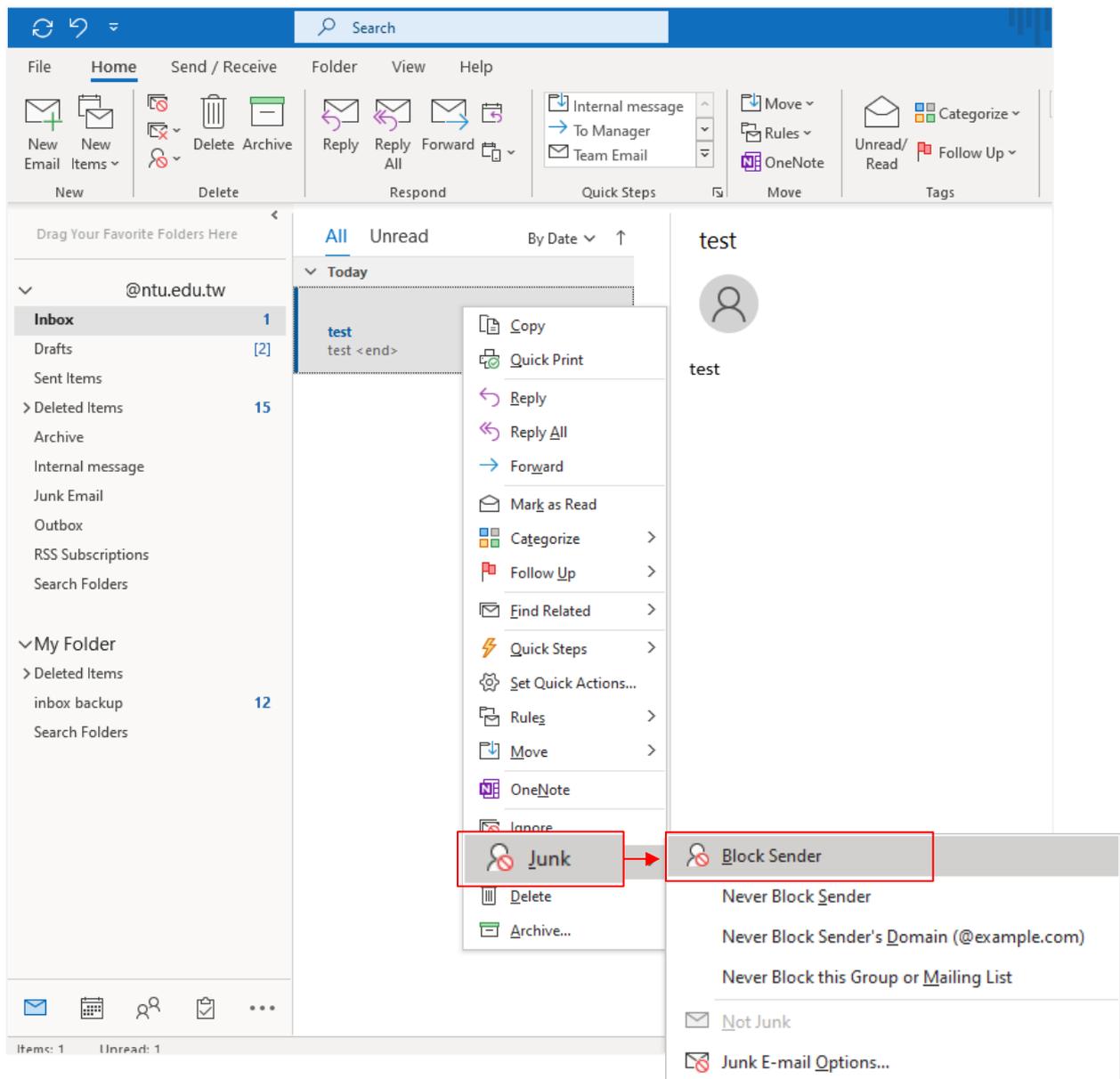


Junk mail settings

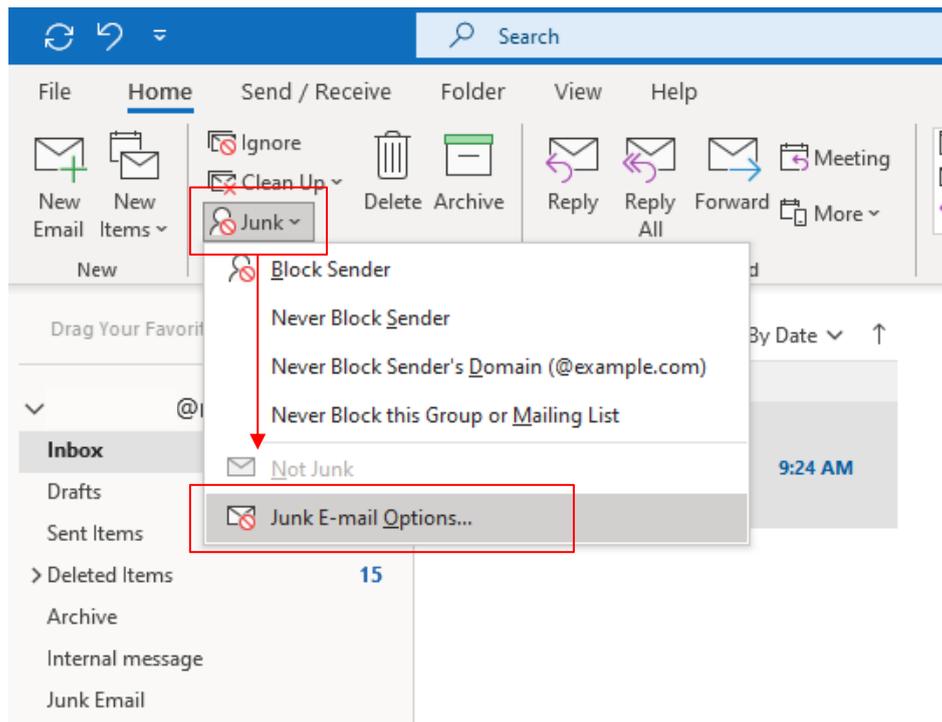
Outlook provides email filtering, add safe senders to keep important emails out of junk mail, block unwanted senders to enhance inbox security.

Block Sender :

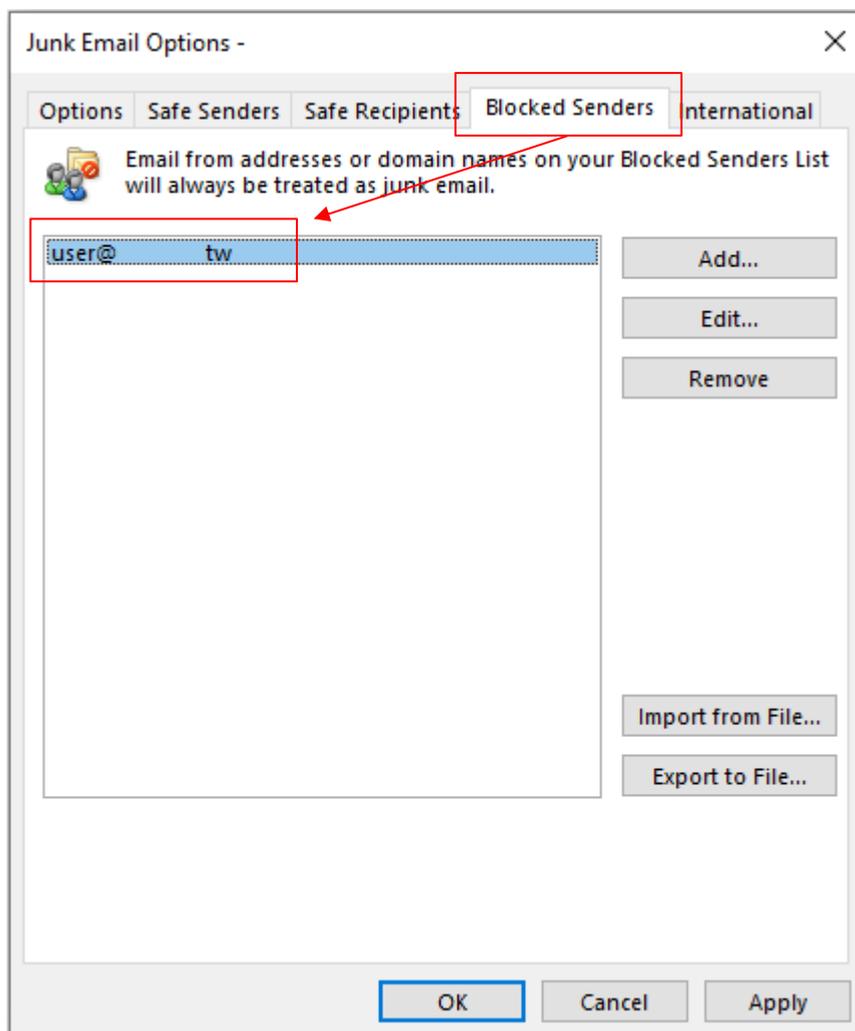
1. If you want to classify email as junk, right-click on the email, select **【Junk】** → **【Block Sender】** .



2. Click **【Junk】** → **【Junk E-mail Options】** .

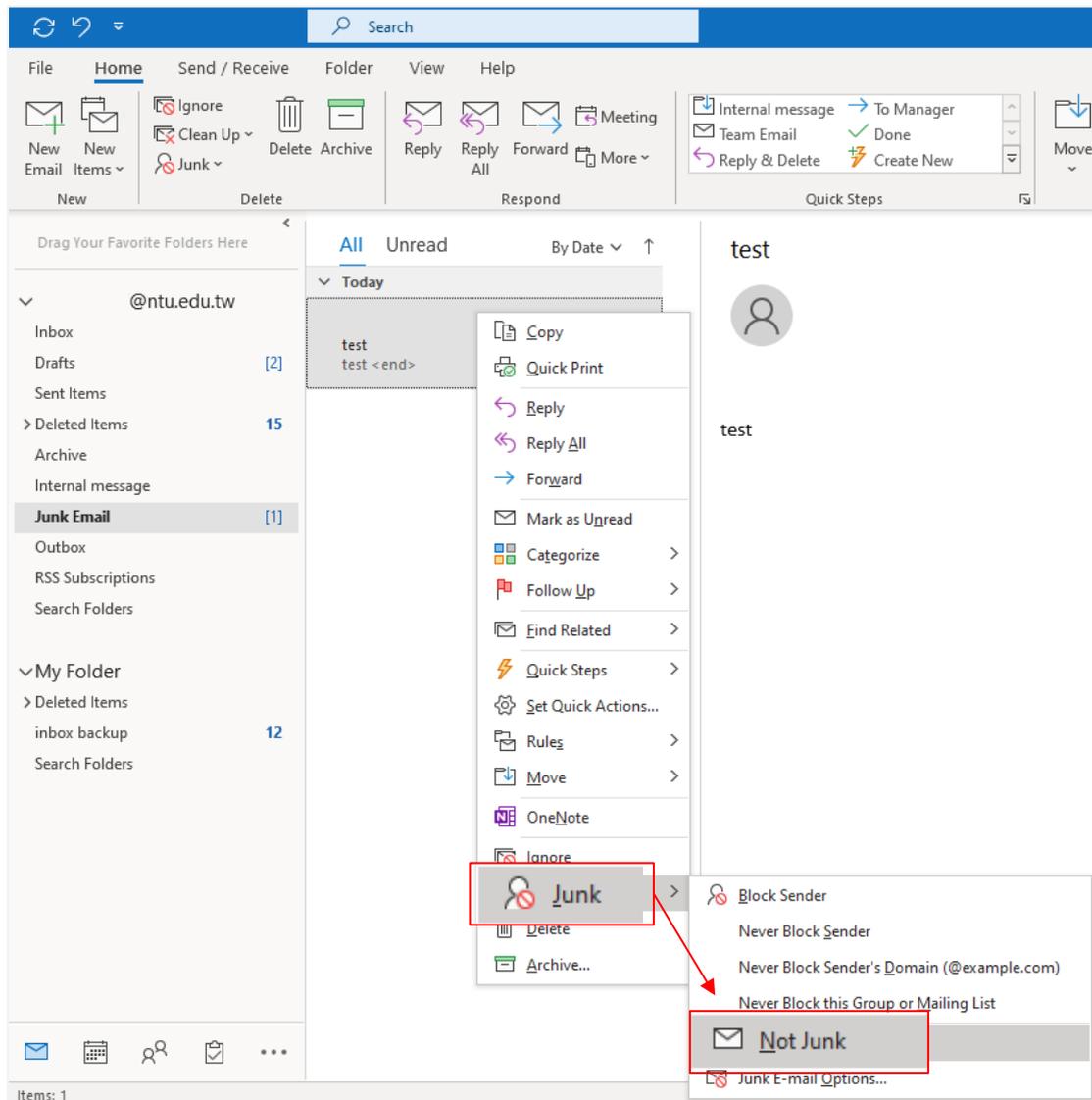


3. Click **【Blocked Sender】** , you can find the sender that was blocked.

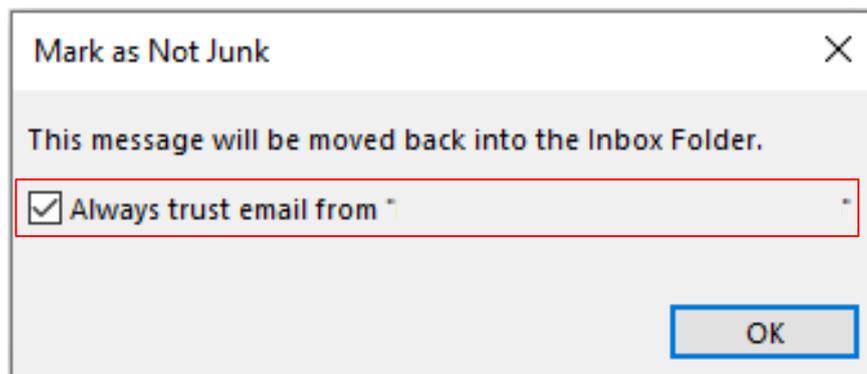


Mark the mail as not junk :

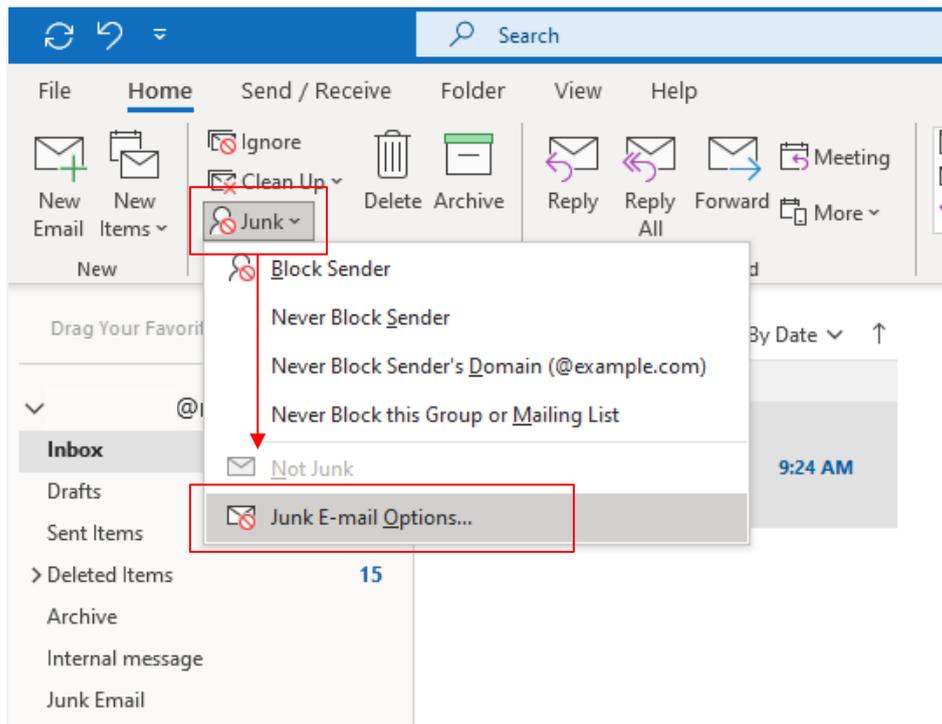
1. If you find the emails in the junk mail folder are not actually junk mail, right-click it, select **【Junk】** → **【Not Junk】** .



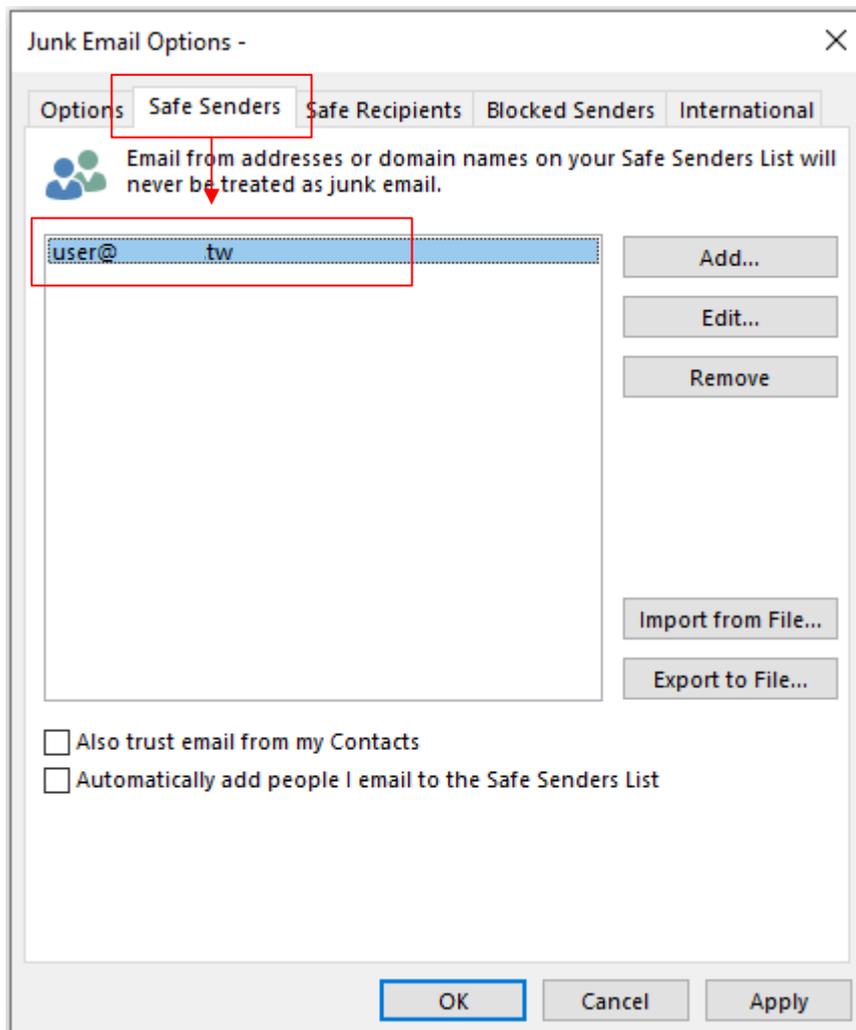
2. Check **【Always trust email from】** ,then click **【OK】** .



3. Click **【Block】** → **【Junk E-mail Options】** .

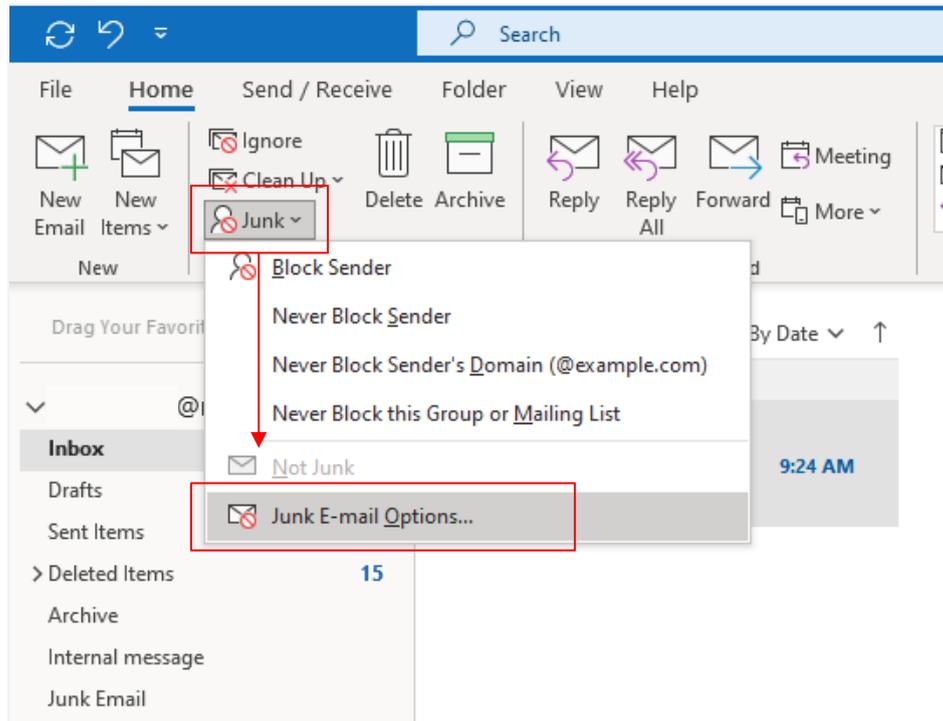


4. Click **【Safe Senders】** , you can find trusted senders.



Choose the level of junk email protection :

1. Click **【Junk】** → **【Junk E-mail Options】** .



2. You can choose the level of junk email protection you want.

