

## 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 :

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

G 9 ⊽		𝒫 Search		111			
File Home Send /	Receive	Folder View I	Help				
New New Delet	te Archive	Reply Reply Forwa All Bespond	rd tinternal messa → To Manager M Team Email	age			
Dana Verus Envenito Foldera Ha	<		- Quick Steps	tan move i ruga i			
Drag Your Favorite Folders Here		All Onread By Date V T		test			
<ul> <li>✓ @ntu.edu.tw</li> </ul>	,	✓ Today		0			
Inbox	1	test	[] <u>С</u> ору	$\sim$			
Drafts	[2]	test < end>	😨 Quick Print	tect			
Sent Items	45		S Reply				
> Deleted Items	15		Keply All				
Internal message			→ Forward				
Junk Email			Mark as Read				
Outbox							
RSS Subscriptions							
Search Folders							
. Mu Folder							
> Deleted Items							
inbox backup 12 Search Folders			성화 <u>S</u> et Quick Actions				
			L <mark>⇔</mark> Rule <u>s</u> >				
			<u> M</u> ove >				
			MI One <u>N</u> ote				
		Г					
			<u>∕o J</u> unk →	<u>∕o B</u> lock Sender			
		L	III <u>D</u> elete	Never Block <u>S</u> ender			
		Ξ <u>A</u> rchive		Never Block Sender's Domain (@example.com)			
				Never Block this Group or <u>M</u> ailing List			
	•••			Mot Junk			
Items: 1 Unread: 1				Junk E-mail Options			



2. Click  $[Junk] \rightarrow [Junk E-mail Options]$ .



3. Click [Blocked Sender], you can find the sender that was blocked.

Junk Emai	l Options -				×		
Options	Safe Senders	Safe Recipients	Blocked Sen	ders	nternational		
See 1	Email from addresses or domain names on your Blocked Senders List will always be treated as junk email.						
user@	tw				Add		
		-			Edit		
					Remove		
				Imp Exp	ort from File port to File		
		O	(Car	ncel	Apply		



## Mark the mail as not junk :

 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  $[Block] \rightarrow [Junk E-mail Options]$ .



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

Junk Emai	l Options -						×	
Options	Safe Senders Safe Rec		ients	Blocked Senders		International		
s r	Email from addresses or domain names on your Safe Senders List will never be treated as junk email.							
[user@	tw					Add		
		,				Edit		
						Remove		
					Im	port from File.		
					E	xport to File		
Also t	Also trust email from my Contacts							
Automatically add people I email to the Safe Senders List								
			OK	Ca	ncel	Apply		



Choose the level of junk email protection :

1. Click  $[Junk] \rightarrow [Junk E-mail Options]$ .



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

Junk Er	mail	Options				$\times$		
Optio	ns	Safe Senders	Safe Recipients	Blocked Senders	International			
	s	Outlook can move messages that appear to be junk email into a special Junk Email folder.						
	Choose the level of junk email protection you want:							
	No Automatic Filtering. Mail from blocked senders is still moved to the Junk Email folder.							
	C	) Low: Move th	ne most obvious ju	unk email to the Ju	nk Email folder			
	0	High: Most ju caught as we	unk email is caugł II. Check your Jur	nt, but some regula Ik Email folder ofte	r mail may be n.			
	Safe Lists Only: Only mail from people or domains on your Safe Senders List or Safe Recipients List will be delivered to your Inbox.							
	Permanently delete suspected junk email instead of moving it to the Junk Email folder							
	Warn me about suspicious domain names in email addresses. (recommended)							
			ОК	Cancel	Apply			