

## Mark as junk and create rule

When users suspect an email is malicious, they can enhance the security of their personal mailbox by setting up rules to block senders or recipients.

Please refrain from opening suspicious emails or accessing unknown attachments, as inadvertent actions may lead to computer viruses, account hijacking, or even the dissemination of phishing emails or viruses to colleagues, students, or faculty.

## 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.

III Mail				******
Search Mail and People 🛛 🔎	⊕ New   ∽	\$ Reply all   ✓	前 Delete 🏾 🧧 A	archive Junk   🗸
Search Mail and People Favorites 002 Inbox Drafts 3 Sent Items Deleted Items 32 Archive Junk Email Notes RSS Subscriptions 公文系統	(+) New   ↓ Inbox 王小明 test teset	Reply all	Delete       Filter         Reply       Reply all         Forward       Delete         Delete       Archive         Mark as unread       Pin         Flag       Mark as junk         Ignore       Move         Categorize       Create rule         View message detail       View message detail	test t t
			Assign policy	



## Create rule:

1. Right-click on the mail, select [Create rule].

III Mail		-			9
Search Mail and People	🕂 New   🗸	Reply	all∣∨	💼 Delete	📄 Archi
Favorites	Inbox			Filter	~
<u>^ 002</u>	□ 王小明		Reply		
Inbox	test teset		Reply a	П	
Drafts 3	iteset		Forward	d	
Sent Items			Delete		
Deleted Items 32			Archive		
Archive			Mark as unread		
Junk Email					
Notes			Pin		
RSS Subscriptions			Flag		_
公文系統			Mark as	s junk	
			Ignore		
			Move		>
			Catego	rize	>
			Create ru	ule	
			View m	essage details	
			Assign	policy	>

2. Fill in the [Name], adding [conditions] and [action], then click [OK].





## Tips:

Click on the settings icon, click [Options].

III Mail				********	······································	?
Search Mail and People	ρ	+ New   Y			Refresh	<b>9</b> (
Favorites ~ 測試帳號-002		Inbox	Filter 🛩		Automatic replies Display settings	
Inbox					Manage add-ins	
Drafts	3					
Sent Items					Offline settings	
Deleted Items	30				Change theme	
Archive					Options	
Junk Email					options	
Notes						

1. Click on [Mail] to expand  $\rightarrow$  [Accounts]  $\rightarrow$  [Block or allow], then you can check blocked senders.

		<b>ا</b>
€ Options		
Shortcuts	Save X Discard	
Mail     Automatic processing	Block or allow	
Automatic replies Undo send Inbox and sweep rules		
unk email reporting Mark as read	Trust email from my contacts	
Message options Read receipts	Blocked Senders	
Accounts     Block or allow	Move email from these senders or domains to my Junk Email folder.	
POP and IMAP Attachment options		+
Storage accounts Layout	user @ntu.edu.tw	
Conversations Email signature	user @ntu.edu.tw	



- 2. Click on [Mail] to expand  $\rightarrow$  [Automatic processing]  $\rightarrow$  [inbox and sweep rules]
  - , then you can check the rules.

<ul> <li>Options</li> </ul>		
Shortcuts  General  Mail  Automatic processing  Automatic replies Undo send	Save ★ Discard Inbox rules Choose how email will be handled. Rules will be applied in the order shown. If you don't want	a rule to run, you can turn it off or delete it.
Inbox and sweep rules Junk email reporting Mark as read Message options Read receipts Reply settings Accounts Block or allow POP and IMAP	On Name Delete messages from	Rule: Delete messages from After the message arrives and the message was received from " and the message includes specific words in Do the following delete the message and stop processing more rules on this me This rule is: On