

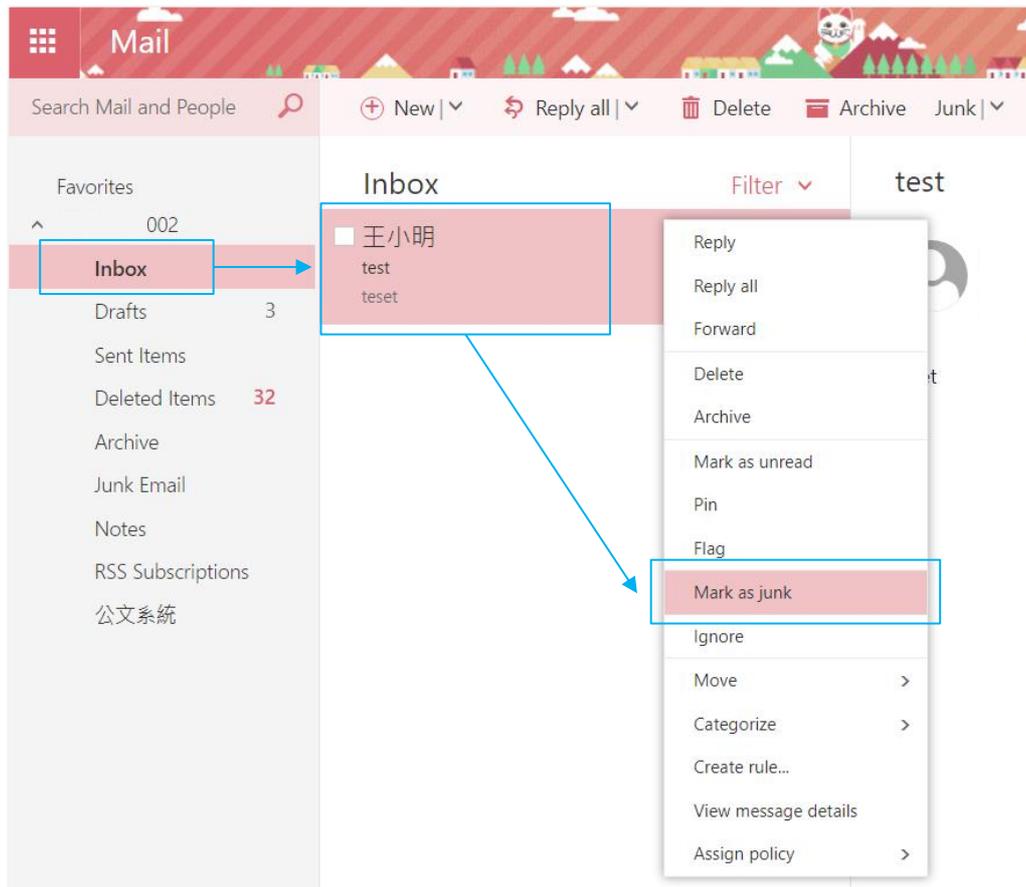
## Mark as junk and create rule

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.

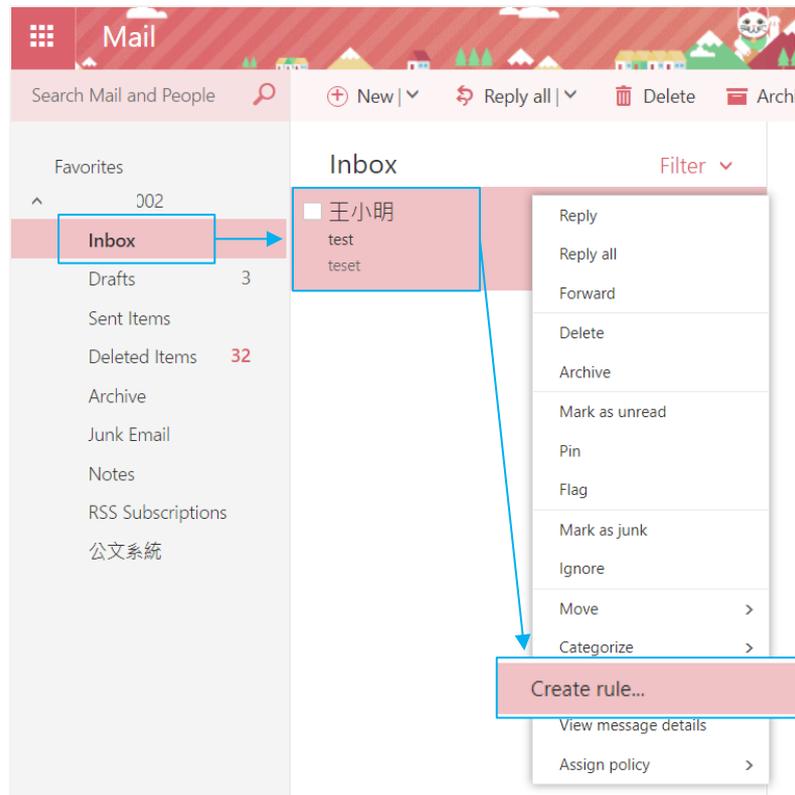
### Mark as junk :

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



## Create rule :

1. Right-click on the mail , select **【Create rule】** .



2. Fill in the **【Name】** , adding **【conditions】** and **【action】** , then click **【OK】** .

✓ OK    ✕ Cancel

### New inbox rule

Name  
Delete messages from

When the message arrives, and it matches all of these conditions

- ✕ It was received from... ▼
- ✕ and it includes these words in the subject... ▼ **test**

Add condition

Do all of the following

- Delete the message ▼

Add action

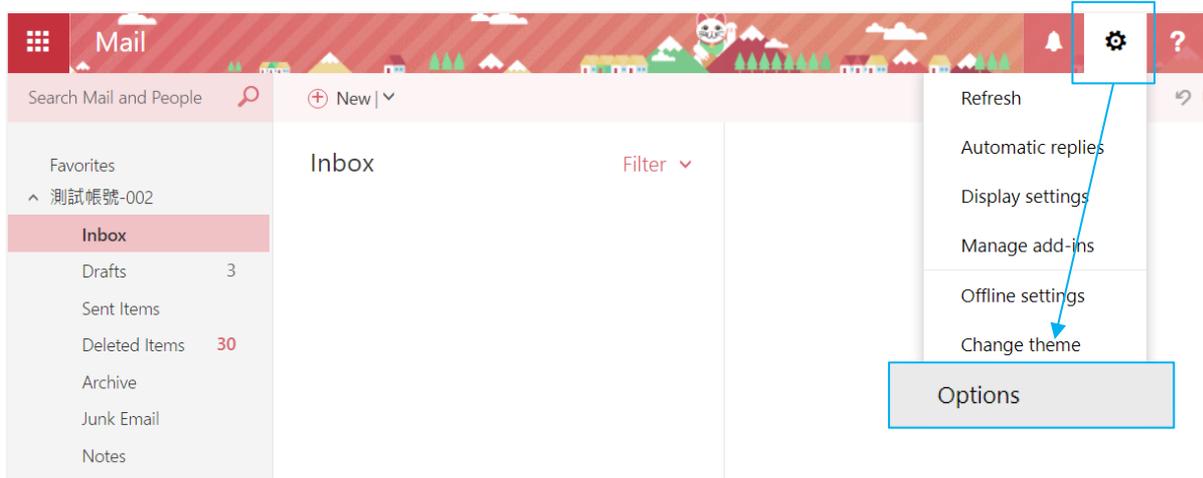
Except if it matches any of these conditions

Add exception

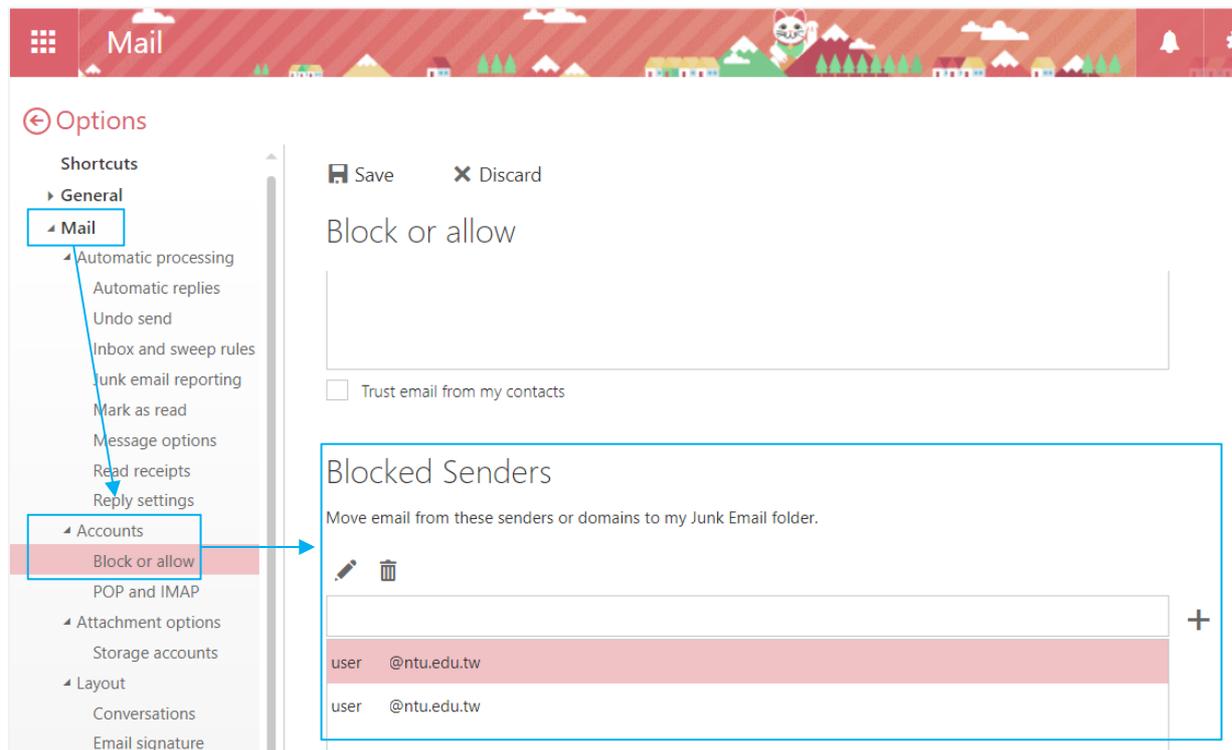
Stop processing more rules (What does this mean?)

## Tips :

Click on the settings icon, click **【Options】** .



1. Click on **【Mail】** to expand → **【Accounts】** → **【Block or allow】** , then you can check blocked senders.



2. Click on **【Mail】** to expand → **【Automatic processing】** → **【inbox and sweep rules】**, then you can check the rules.

