Handling Junk Email

Block Email Messages
Block an individual sender to prevent unwanted messages from arriving into your Inbox.

1. Right-click a message from the sender you want to block.
2. Click Junk and then Block Sender. An alert dialog box appears.
3. Click OK to close the dialog box. The alert may be ignored as the setting is saved on a server, not your computer. 
   Emails from the blocked sender will now automatically move to the Junk Email folder.

Tip: Check Don’t show this message again to prevent the dialog box from appearing again.

Periodically review the Junk Email folder to make sure you’re not missing important messages.

Un-block Email Messages
If you find a message that isn’t junk in the Junk folder, right-click the message, click Junk and then Not Junk.
The message is moved back to the Inbox.
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Block a Domain
Block an entire domain to prevent unwanted messages from any sender at that domain arriving into your Inbox.

1. Click Junk on the ribbon and then Junk Email Options.... An alert dialog box appears.
2. Click OK to close the dialog box. The alert may be ignored as the setting is saved on a server, not your computer.
3. The Junk E-mail Options window opens.
4. Click Blocked Senders tab.
5. Click Add.
6. Type the Internet domain name into the field and then click OK.
Example: @smartdraw.com
7. Click OK to close the Junk E-mail Options window.

Tip: After step 3, you can select an email address in the displayed list, click Edit and remove the username.

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