

Junk E-Mail

To mark mail from a particular sender as Junk

Office 2007

1. Click to select the desire e-mail (do not double click or open)
2. Right click the senders name
3. Junk E-mail
4. Add Sender to Blocked Senders List

Office 2010

1. Click to select the desire e-mail (do not double click or open)
 2. Right click the senders name
 3. Junk
 4. Block Sender
- OR
5. Junk E-Mail Options, Read and review options and make your selection

OWA

1. Click to select the desire e-mail (do not double click or open)
2. Right click the senders name
3. Junk E-mail
4. Add Sender to Blocked Senders List

Additional information can be found at <http://help.outlook.com/en-us/140/ms.exch.ecp.junkemailconfiguration.aspx>