

Junk Email Settings

Outlook 2010 Desktop

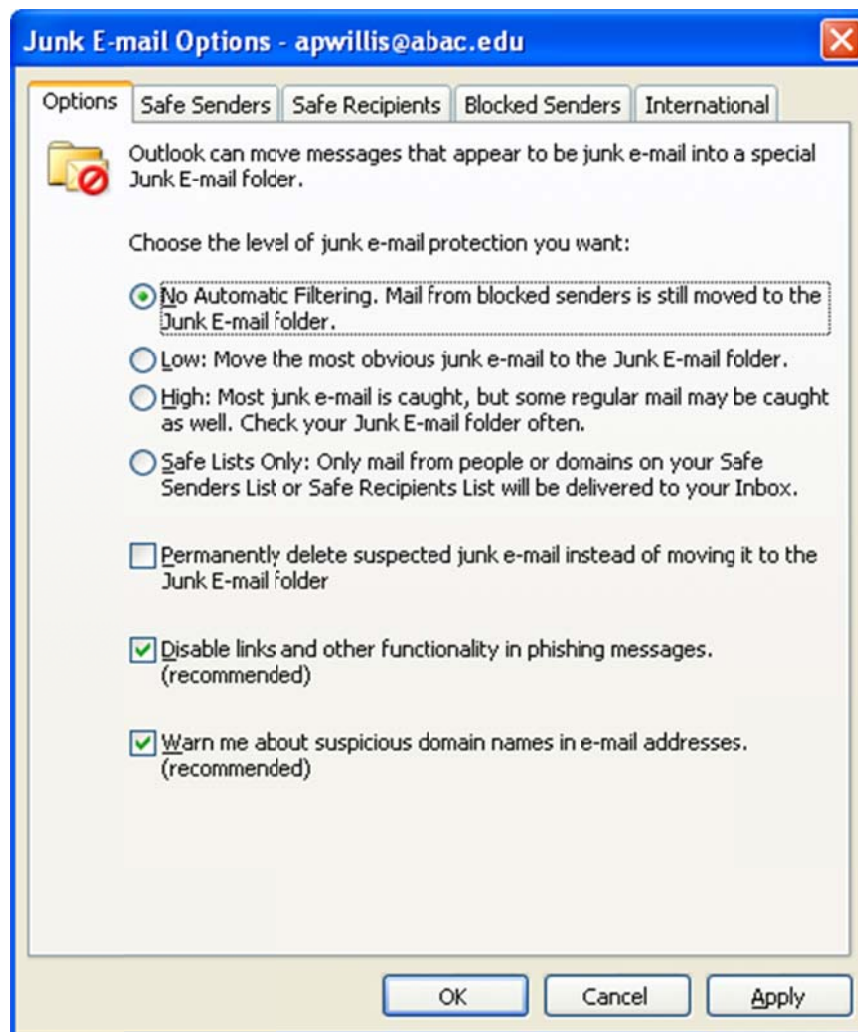
1. Home [tab]
2. Junk [pull-down]
3. Junk Email Options [selection]
4. Proceed to **Outlook 2007 and 2010 Desktop** below to complete.

Outlook 2007 Desktop

1. Tools [menu]
2. Options [sub-menu]
3. Preferences [tab]
4. Junk E-Mail [button]
5. Proceed to **Outlook 2007 and 2010 Desktop** below to complete.

Outlook 2007 and 2010 Desktop

1. "No Automatic filtering. Mail from blocked senders is still moved to the Junk E-



- mail Folder.” [radio box]
 - a. Recommended.
- 2. Note: You may opt to go with “Low: Move the most obvious junk e-mail to the Junk E-mail folder.” [radio button]
 - a. If you opt for Low, please check your Junk E-mail folder for non-junk email periodically.
- 3. Safe Senders [tab]
- 4. “Also trust e-mail from my Contacts” [check box]
- 5. “Automatically add people I e-mail to the Safe Senders List” [check box]
- 6. You may add any domains (e.g., @valdosta.edu, @asurams.edu, @uga.edu, etc.) to the safe senders list using the Add [button]
- 7. OK [button]

Messages in the Junk E-mail Folder

1. If you have messages in the Junk E-mail folder which are not junk messages, please complete the following steps for each.
2. Right click on the message in the Junk E-mail folder listing
3. Junk [pop-up menu option]
4. Options:
 - a. Not Junk
 - i. Prompts to allow the sender’s address to be added to the Safe Senders list.
 - ii. OK [button]
 - iii. Moves the message to the Inbox.
 - b. Never Block Sender
 - i. Adds sender’s address to the Safe Senders list.
 - ii. Leaves message in the Junk E-mail folder.
 - c. Never Block Sender’s Domain
 - i. Adds sender’s domain (e.g., @valdosta.edu) to the Safe Senders list.
 - ii. Leaves message in the Junk E-mail folder.

Junk Messages in Inbox Folder

1. If you have junk messages in any folder other than the Junk E-mail folder, please complete the following steps for each.
2. Right click on the message in the folder listing
3. Junk [pop-up menu option]
4. Block Sender [option]
5. Adds the sender’s address to the Blocked Senders list for future messages.