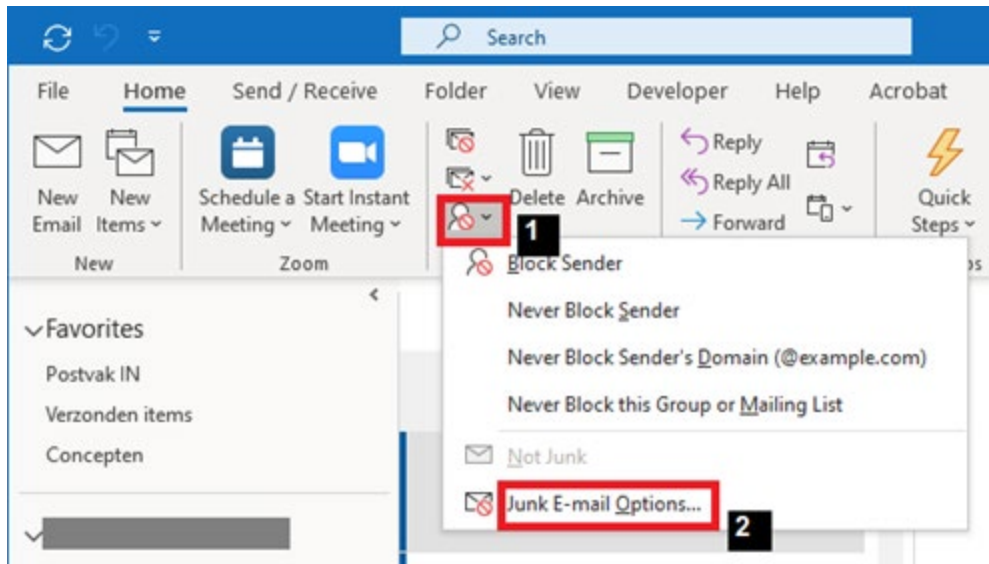


Manual Outlook – Junk E-mail Options

The Junk E-mail Options let you control what should and what should not go to the Junk Email folder. The options are saved on the server, and are available in Outlook, webmail and the Outlook app.

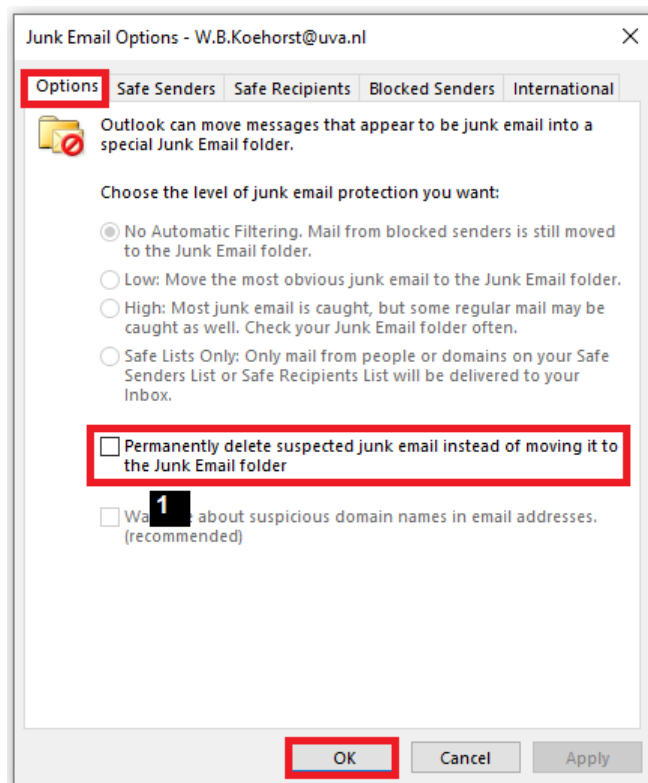
Open the Junk E-mail Options

1. Click the **Junk** icon in the ribbon in Outlook
2. In the dropdown menu click **Junk E-mail Options...**



Options

1. Check this option and click **OK** if you want to send junk mail to the Deleted items (bin) in Outlook



It's a good practice to regularly review messages in the Junk Email folder to check for legitimate messages that were incorrectly classified as junk.

Check the Deleted items (bin) in Outlook if you select this option.

If you find a message that isn't junk, you can use the [Report message add-in](#) to move the item to the Inbox.

Safe Senders

Email addresses in the Safe Senders List are never treated as junk email, regardless of the content of the message. You can add your Contacts and other correspondents to this list. However, by design, safe domains are not recognized.

All names and addresses in the global address list (GAL) are automatically considered safe, you don't need to add them to the list.

The Safe Sender List limit is 1024 (including all your Contacts if you check that option).

Add addresses to the Safe senders list

1. Select the **Safe senders** tab
2. Click **Add...** Type an e-mail address and click **OK**
3. If desired check **Also trust email from my Contacts**
4. Click **OK**

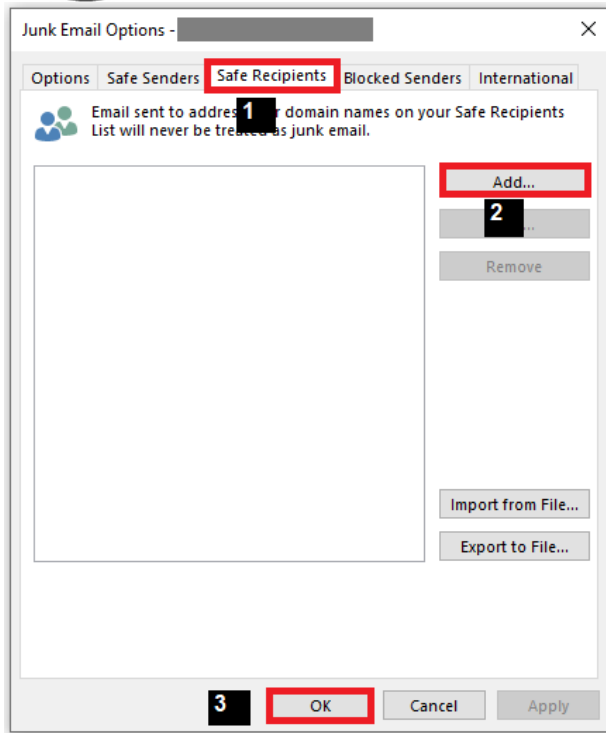


Safe Recipients

If you belong to a mailing list or a distribution list, you can add the list sender to the Safe Recipients List. Messages sent to these email addresses are never treated as junk, regardless of the content of the message.

Add addresses to the Safe Recipients List

1. Select the **Safe Recipients** tab
2. Click **Add...** Type an e-mail address and click **OK**
3. Click **OK**

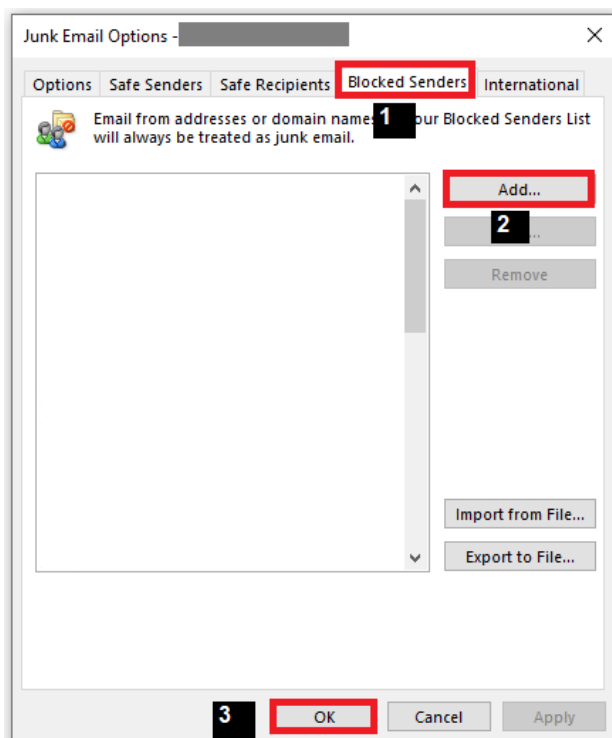


Blocked Senders

You can block messages from particular senders by adding their email addresses or domain names to the Blocked Senders List. Messages from people or domains that appear in this list are always classified as junk, regardless of the content of the message.

Add senders and domains to the Blocked Senders List

1. Select the **Blocked Senders** tab
2. Click **Add...** Type an e-mail address or a domain and click **OK**
3. Click **OK**

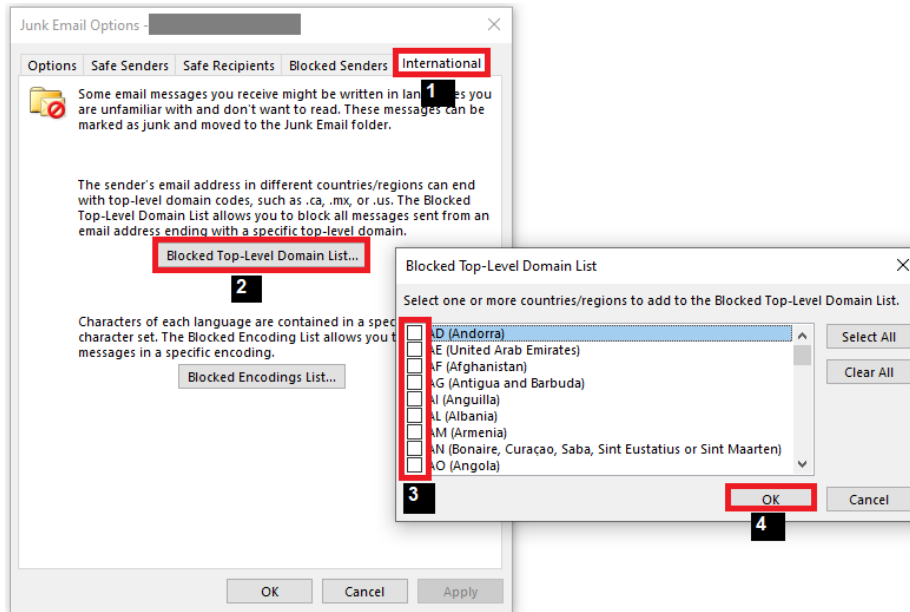


International

You can block messages from specific countries (based on top-level domain) or messages in a specific language (based on language encoding or character set).

Block top-level domains

1. Select the **International** tab
2. Click **Blocked Top-level Domain List...**
3. Check the top-level domain that you want to block. For example, checking the CA [Canada], US [United States], and MX [Mexico] boxes in the list blocks messages from email addresses that end in .ca, .us, and .mx.
4. Click **OK**



Block language encodings or character sets

1. Select the **International** tab
2. Check the encoding or character set that you want to block
3. Click **OK**

