



### Flag mail as junk email

There are two ways of flagging incoming as junk mail.

Option 1 is to go into the options settings and manually enter the email address or the domain of the mail to be blocked.

Option 2 is to open an email and flag the address the mail came from as junk mail.

Once an address or domain is flagged, any mail coming from that address/domain will automatically be sent to the Junk E-Mail folder, where it can be reviewed, if desired, before being purged.

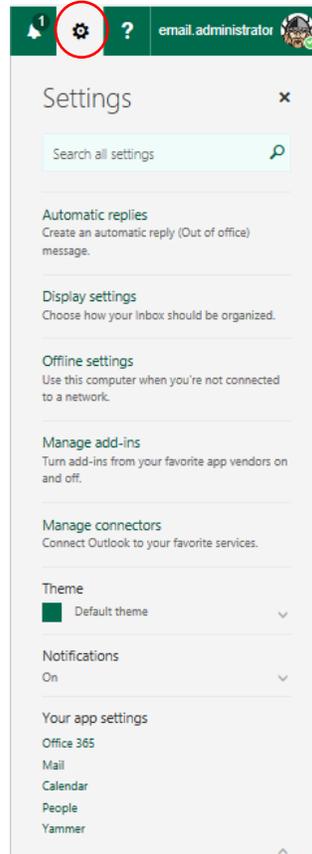
Note: the Junk E-Mail folder automatically purges items older than 30 days.

Should you wish to empty the folder manually, right click on the Junk E-Mail folder and select "Delete all"



*To flag incoming mail as junk mail, Option 1:*

- 1) Select the “Settings” icon and then select “Mail”





- 2) Select “Block or Allow”, located under “Accounts”; scroll down and under the section titled “Block Senders” enter the email address or the domain to be block in the field next to the plus sign; select the plus sign (repeat this for each address / domain to be entered); select “Save” when completed.

The screenshot shows the Outlook Options window with the 'Accounts' section expanded to 'Block or allow'. The 'Block or allow' section is highlighted in green in the left-hand navigation pane. The main content area shows the 'Block or allow' settings, including options for 'Don't move email to my Junk Email folder' and 'Automatically filter junk email'. Below this is the 'Safe Senders and Recipients' section, which includes a checkbox for 'Trust email from my contacts' and a list of blocked senders. A red arrow points to the 'Blocked Senders' section. The 'Blocked Senders' section includes a checkbox for 'Move email from these senders or domains to my Junk Email folder' and a list of blocked senders. The 'Blocked Senders' section is highlighted in green in the left-hand navigation pane.

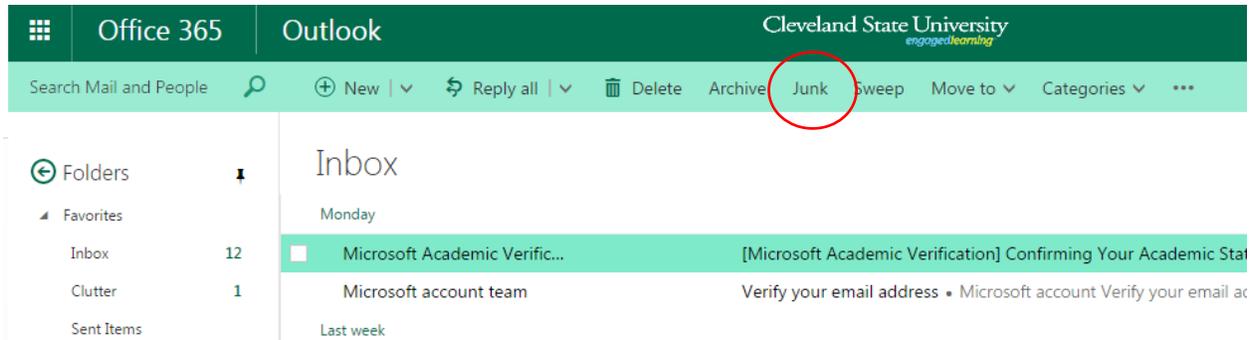


## To flag incoming mail as junk mail, Option 2:

You may mark incoming mail as junk as it arrives in your inbox. There are two options available to accomplish this: 1) from the Inbox view, select the item to junk and select “Junk” at the top of the view; 2) while reading the mail select “Junk” at the top of the view.

The email is immediately moved to the Junk Email folder and the email address is added to the block list.

From the Inbox view:



While the mail is open for reading:

