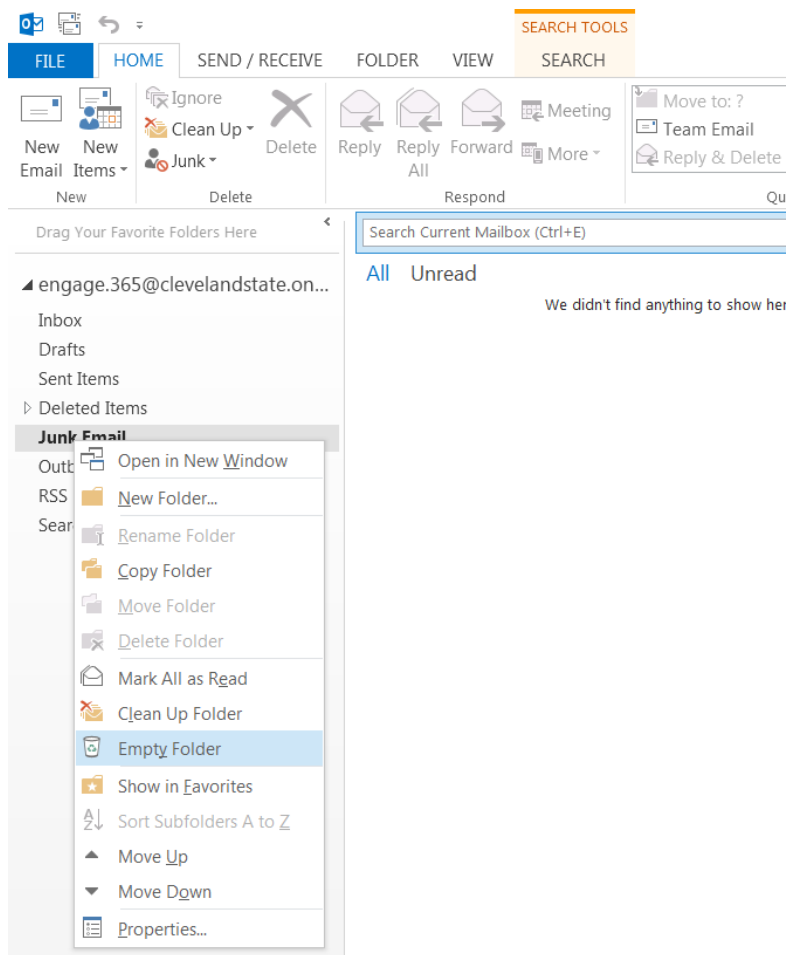




### Flag incoming mail as Junk E-Mail on Engage365 Outlook 2013

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 that address, cannot flag the domain through this option, 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.

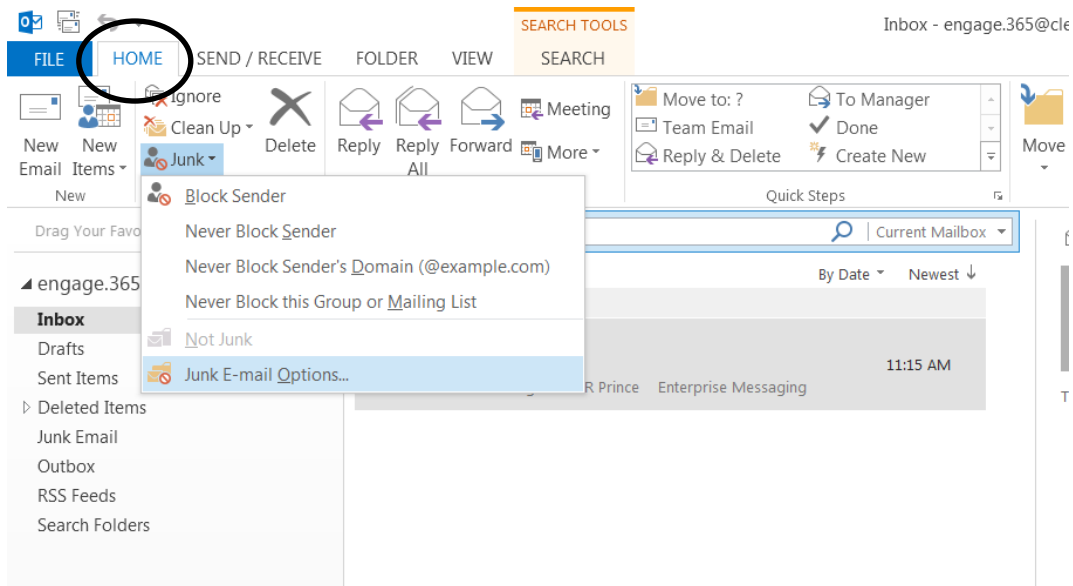
No matter which option is selected, the mail will be directed to the Junk E-Mail folder which would then need to be emptied as the mail accumulates in it. To empty the Junk E-Mail folder right click on the folder “Junk E-Mail” and select “Empty Folder”. Select “Yes” to verify the folder is to be emptied.



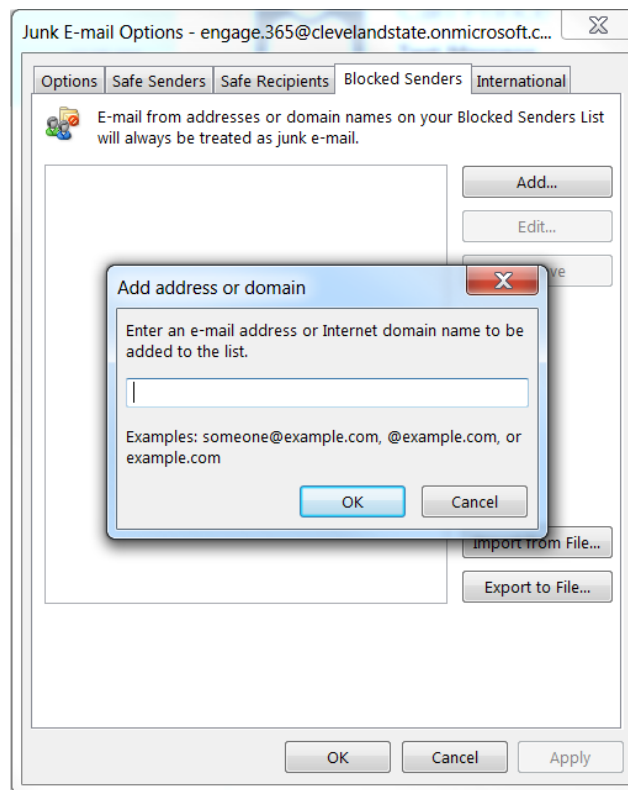


To flag incoming mail as junk mail, Option 1:

Select the “Home” tab and then select “Junk”; then “Junk E-Mail Options”



Select “Block Senders” tab; select “Add” button; enter address or domain and select “OK” (repeat this for each address / domain to be entered); select “Apply” and then “OK” when completed.

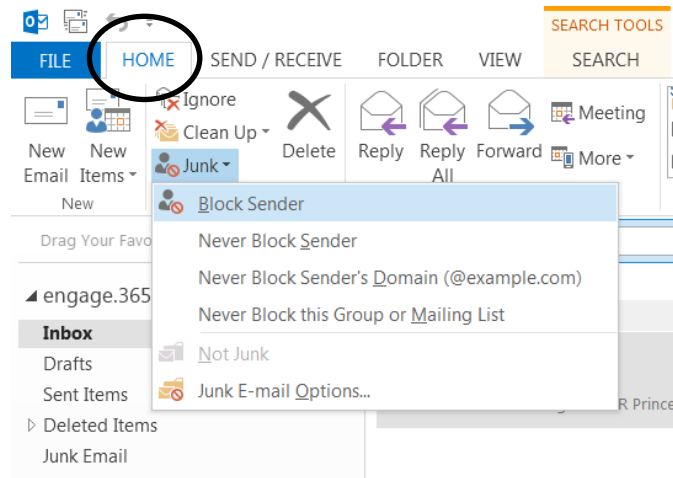




To flag incoming mail as junk mail, Option 2:

Select the email from the view or open the email in read mode, not preview / split screen. Select “Junk” and then select “Block Sender”. The email will be moved to the Junk E-Mail folder and address added to the block list

Selected from view



In read mode

