

# How to create a Rule in Outlook to move email messages out of your "Junk E-Mail" folder

Login to email and locate your Junk email folder from the left navigation, typically under "Inbox."

Open Junk E-Mail folder and locate message(s) that you want to prevent from going to your Junk folder.

For example, perhaps I would like to make sure that all of the CQ Press emails go to my inbox instead of my Junk E-Mail. Select the message, then right click for submenu. Choose "create rule" from Submenu. Then, identify the folder you want to move messages from this sender.

Note that you may have to do this for each course/professor. As good practice, you will want to monitor your Junk E-Mail regularly to ensure you are receiving important messages!

