

Manage Junk Email

Outlook provides help by offering options that allow you to set a level of junk email protection or add names to a trusted sender list.

- Choose Tools --> Options to display the options dialog box.
- On the Preferences tab, in the Email section, click Junk E-mail to display the dialog box.
- Customize the Junk email options:
 - Use the **Options tab** to select the level of junk email protection you want and whether or not you want the junk mail deleted or moved to your Junk E-mail folder. "Low", which moves the most obvious junk email to the Junk E-mail folder, is the default setting.
 - Use the **Safe Senders tab** to add, edit, remove, import or export mail addresses or domain names to ensure that email messages that you receive from these addresses will never be treated as junk email.
 - **Note:** *You must add "@musc.edu" to this list to make sure you get mail from all MUSC IMAP-system senders.*
 - Use the **Safe Recipients tab** to add, edit, remove, import or export email addresses or domain names to ensure that email messages that you send to these addresses will never be treated as junk email.
 - Use the **Blocked Senders tab** to add, edit, remove, import or export email addresses or domain names to ensure that email messages sent by these addresses will always be treated as junk email.
- Click OK to close the Junk E-mail options and options dialog boxes.

Note: Electronic junk email or spam is usually unsolicited email advertising for some product sent to a mailing list or newsgroup. It not only wastes people's time, it also takes up a lot of network space. Just as it is impossible to prevent junk email from arriving in your physical mailbox, it is difficult to totally prevent electronic junk email.