Manage Junk E-mail

1. In Outlook click on the Junk button in the Ribbon menu and select the Junk Email Protection... choice.

2. Select one of the tabs to manage a certain part of the Junk E-Mail filter.
   - **Level** – Select the level of spam filtering you would like.
   - **Safe Domains** – Email sent from addresses or domain names (i.e., Furman.edu) on your Safe Senders list will be delivered to your Inbox regardless of content.
   - **Blocked Senders** – Email sent from addresses or domain names (i.e., Furman.edu) on your Blocked Senders list will always be treated as Junk E-Mail.

3. The recommendations for your Junk E-Mail options are checked below.
   - **Low setting** – This will catch most of the obvious Spam with less of risk of catching legitimate email. You can change this to High if you would like to catch more Spam but make sure to check your Junk E-mail folder regularly.

4. Click on the Safe Domains tab. Enter domains to allow all email addresses with a common ending (i.e., furman.edu) to pass through the Junk Mail filter.
5. Click on the Block Senders tab. You can enter either domains or individual email addresses to block messages.

6. Click OK when you have finished updating your Junk E-Mail settings.

7. If you would like to ensure email from a specific individual is always delivered, enter the person into your Outlook 2011 contacts.