

Mail Lost in Junk E-mail Folder

Marking Good E-mail

Some Staff members are finding that important email messages are being automatically forwarded to your Junk E-mail folder in Outlook. To correct this problem, follow these directions:

1. Open **Outlook** as you normally do.
2. Click on **Junk E-mail** on the Left of your screen.
3. In the list of Emails addressed to you, locate an email from a sender you wish to identify as a safe (someone who's email you wish to read) sender.
4. **Right click** on the sender's name to mark it and turn it blue.
5. Pull down to **Junk E-mail**. An additional box will pop up.
6. Slide over and down to **Mark as Not Junk...** and click on it.
7. An additional box will pop up. Make sure there is a green check mark in front of **Always trust e-mail from** "*(the email address of the sender)*," and press **OK**.
8. The email from that person will be sent back into your Inbox, and in the future, any email received from that address will remain in the Inbox.

Marking Bad E-mail

To mark email as material that you do not wish to receive, do the following, but remember that mail from this email address will no longer be accepted on your computer for any reason.

1. Open **Outlook** as you normally do.
2. Click on **Junk E-mail** on the Left of your screen.
3. In the list of Emails addressed to you, locate an email from a sender you wish to identify as a bad (someone who's email you do not wish to receive) sender.
4. **Right click** on the sender's name.
5. Pull down to **Junk E-mail**. An additional box will pop up.
6. Slide over and click on **Add Sender to Blocked Sender List**.
7. You will no longer receive **ANY** email from this sender.