



## MS Outlook **JUNK EMAIL OPTIONS**

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Outlook lets you modify your junk email options according to the level of vigilance you demand. Outlook's junk email filter is automatically set to **Low**.

To change this setting:

- ❶ Left-click on the Tools > Options.
- ❷ Left-click on the "Junk Email" button on the Preferences.
- ❸ In the Junk Email Options dialog box, you can choose from the four following levels of security: No Automatic Filtering, Low, High, and Safe Lists Only.

★ No **Automatic Filtering** will not block any spam. Microsoft only recommends disabling the junk email filter if your mail server already uses an effective third party spam blocking utility.

★ The **Low** setting will typically only filter the most blatant spam.

★ The **High** setting may occasionally catch emails from legitimate senders.

★ **Safe Lists Only** is the most restrictive filter. If you select this option, only emails from people in your Contacts folder and those you've specified under the Safe Senders and Safe Recipients lists.

To maintain a high level of spam filtering while allowing important emails to pass through, *set the junk email filter to high and periodically check your Junk Email folder.*

When you find an email that isn't spam, RIGHT-click the message and point to Junk Email. Click "Mark As Not Junk," which opens the Mark As Not Junk dialog box. When you check the "Always Trust Email From" checkbox, Outlook adds the senders email address to your Safe Senders list. Click OK to finish.

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