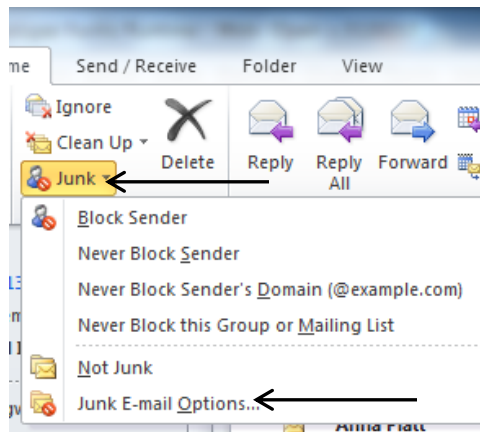
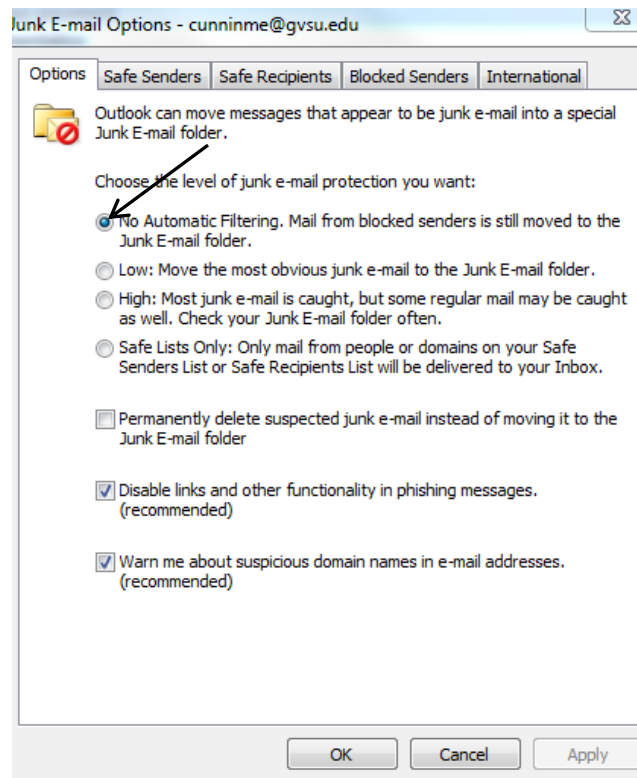


Junk Email

Junk Mail is turned on by default when you start up Outlook. We recommend either turning it off and dealing with blocking senders as email comes in in order to receive the emails properly or leaving it on and adding Safe Senders to the list. Review the settings that are appropriate for you needs and if you leave it turned on, check the Junk Mail folder for awhile to allow Safe Senders as you will experience email here that you wish to receive.



- Click the drop down arrow next junk (on the Home tab)



- Unclick Low button and click no automatic filtering so that the computer does not decide what email will be sent to the junk emails folder. The user will have to do it manually by using block sender etc.
- You may choose to select Low, High, Safe Lists Only or allow suspected junk mail to be deleted. We recommend checking this options carefully and reviewing your Junk Mail folder to monitor the mail.