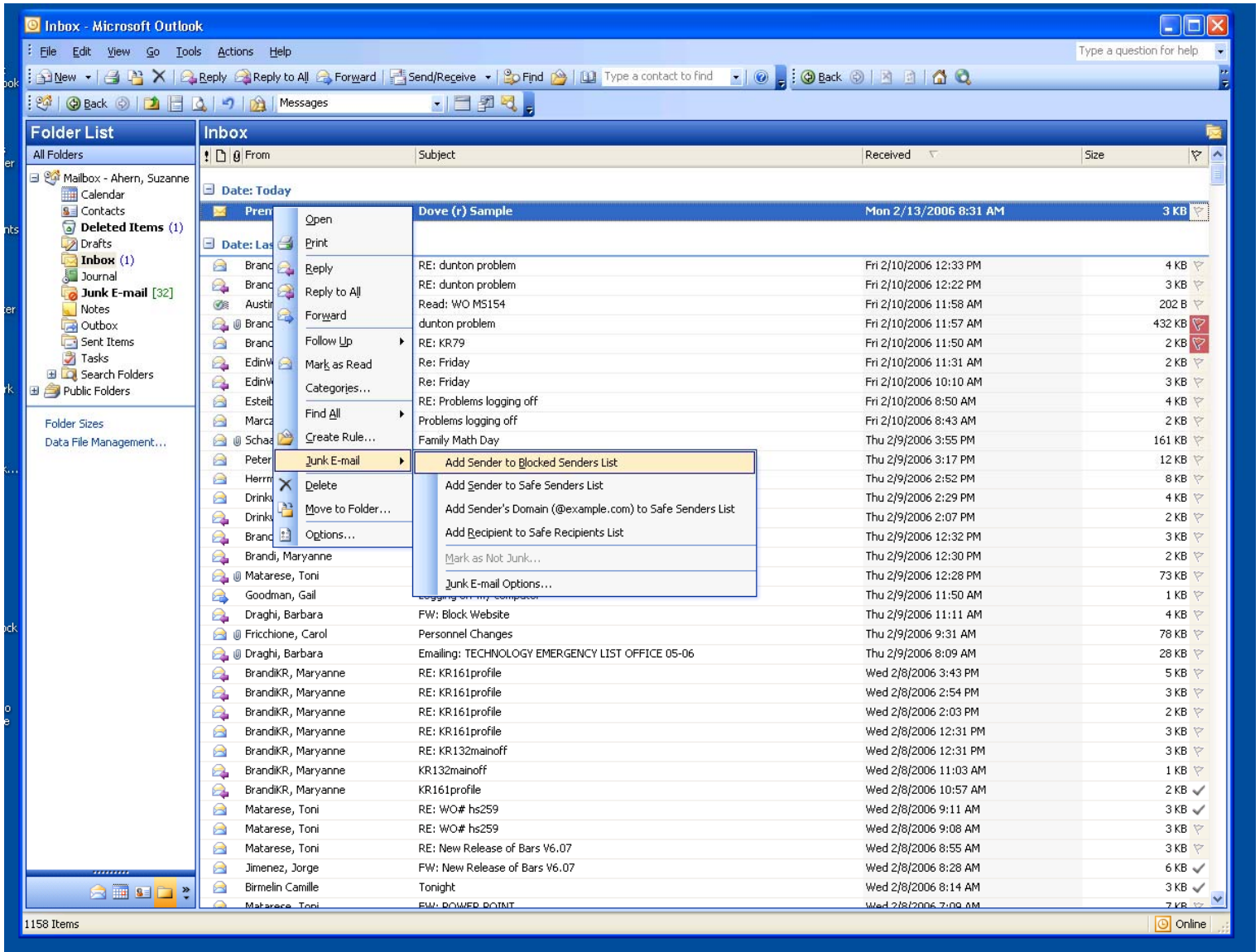


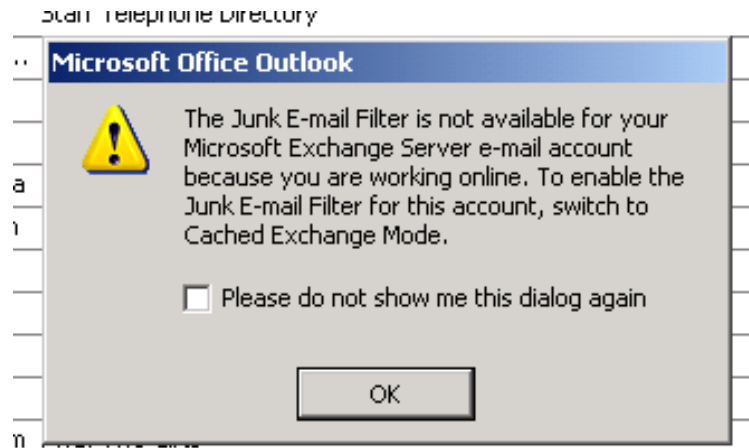
# Outlook Junk Mail Procedure

When you receive an email that you feel is “Junk Mail” please follow the procedure below to block both the email address and domain so that no further mail is delivered to your mailbox from that address/domain.

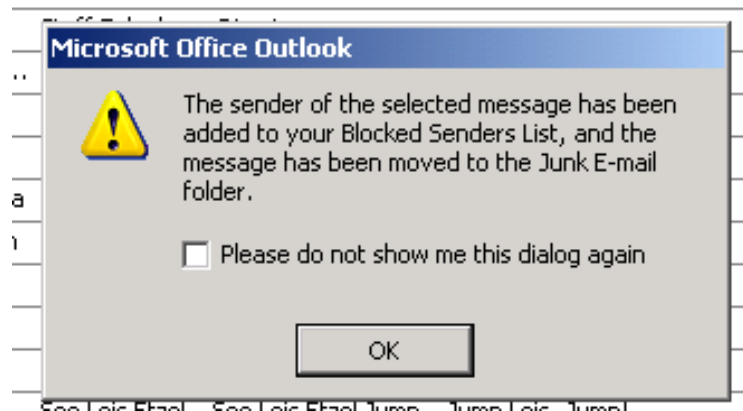
1. Right click on the email that you would like to add to your “Junk Mail”.  
Scroll to Junk E-mail and then choose **Add Sender to Blocked Sender List**



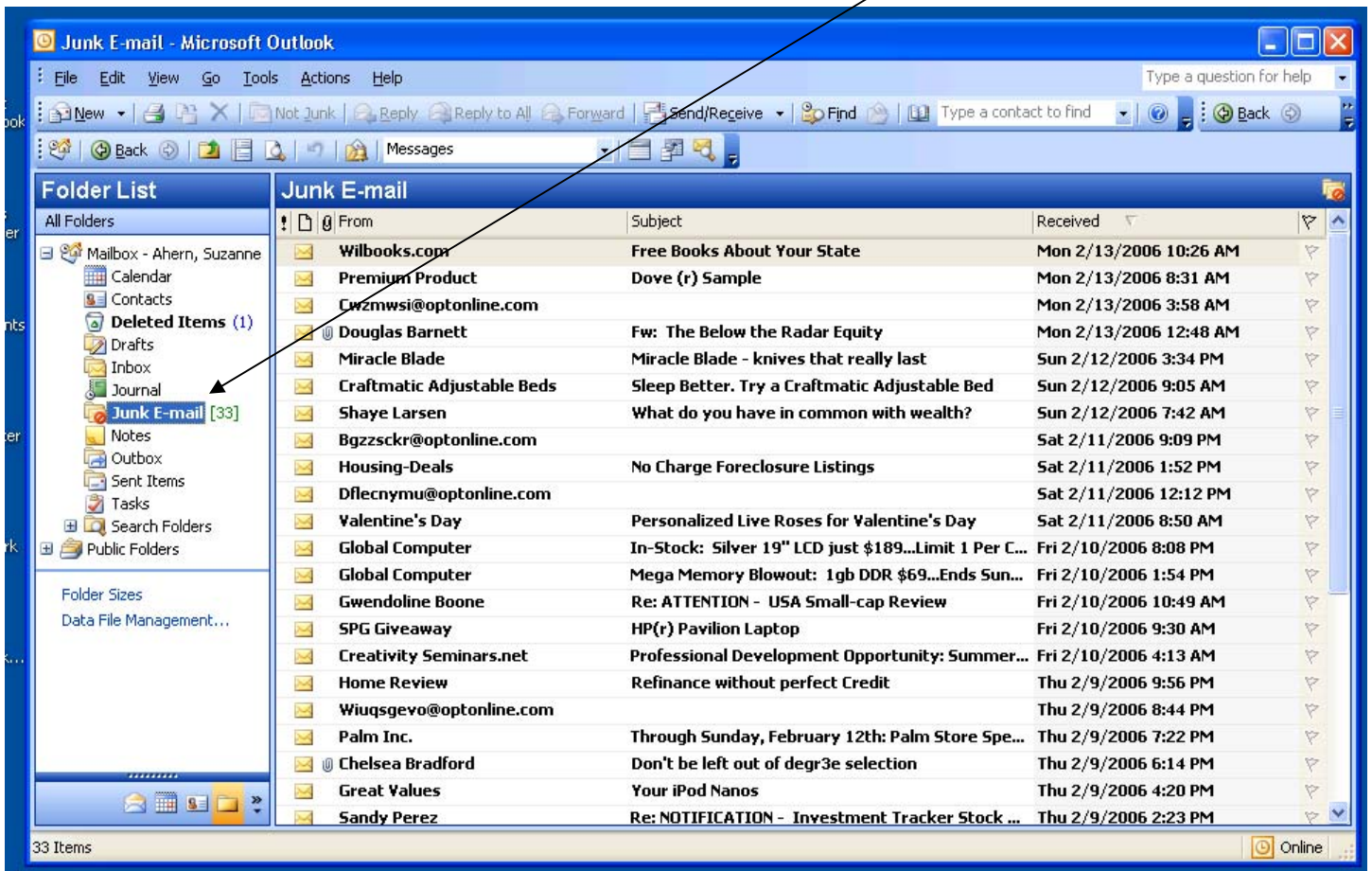
2. A small window will pop up next – check please do not show me this dialog again and click OK.



3. A second small window will pop up – again, just click OK.



- Once you have done the above your junk mail is now listed in your Junk Email Folder on the left of your Outlook screen.



5. It is important to open this folder on a regular basis and delete anything that is in it.   
 \*\*\*\*\*If you hold the shift key while you are clicking Delete you will not have to empty your deleted items. Pressing the shift key at the same time as the delete cause the mail to be permanently deleted. \*\*\*\*\*

6. If you happen to put something in the Junk e-mail folder accidentally you can remove it by going into the folder and right clicking on the mail – instead of adding to