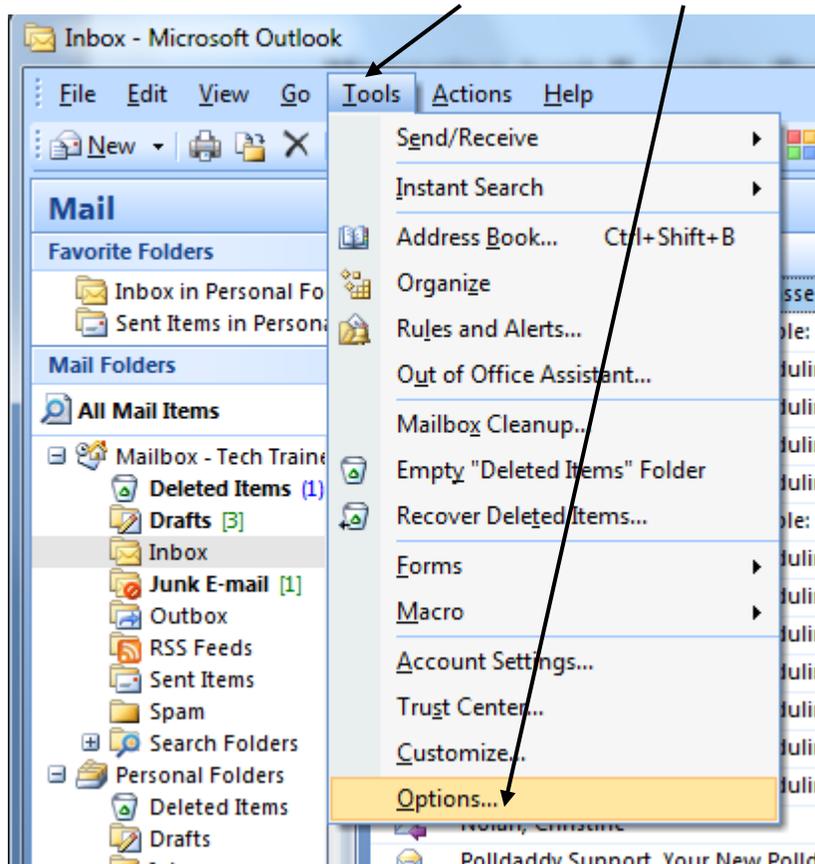


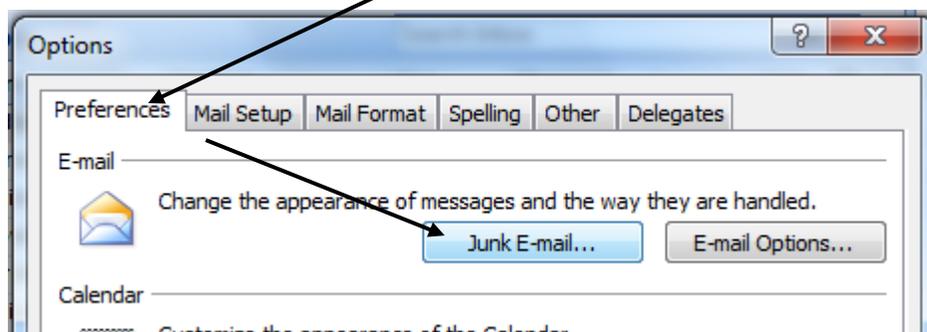
# Managing Junk E-mail in Outlook 2007 and Outlook Web Access

## Outlook 2007

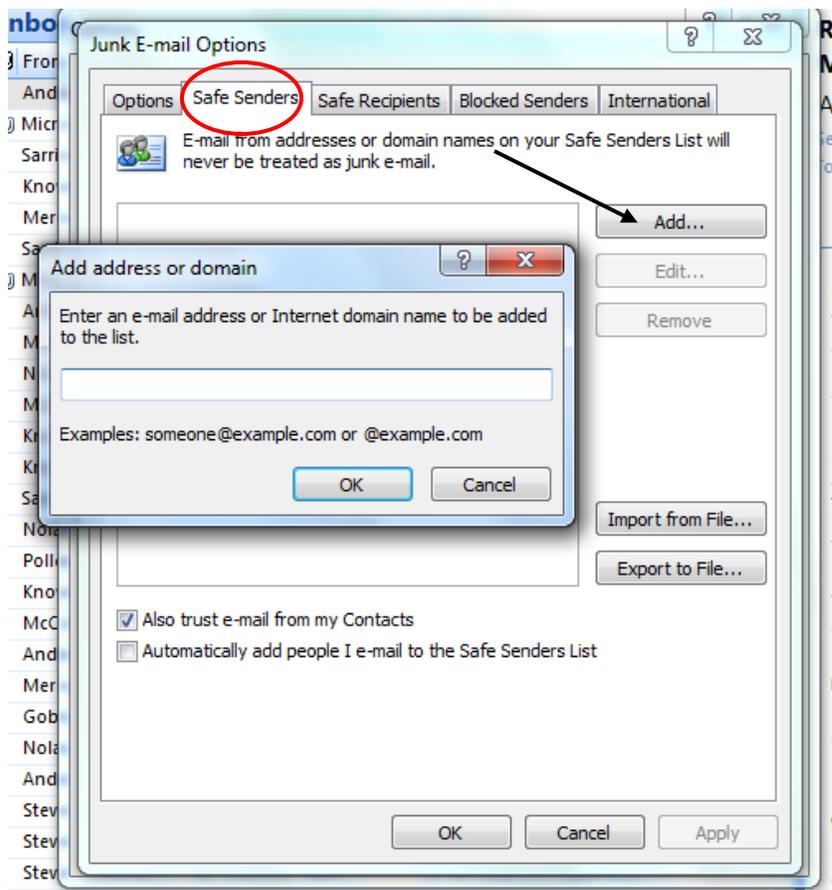
To work with the Junk E-mail in **Outlook 2007** options, go to **Tools** on the menu bar and select **Options...** to open the **Options** menu.



On the **Options** menu, select the **Preferences** tab. Then, under **E-mail**, select the **Junk E-mail** button.

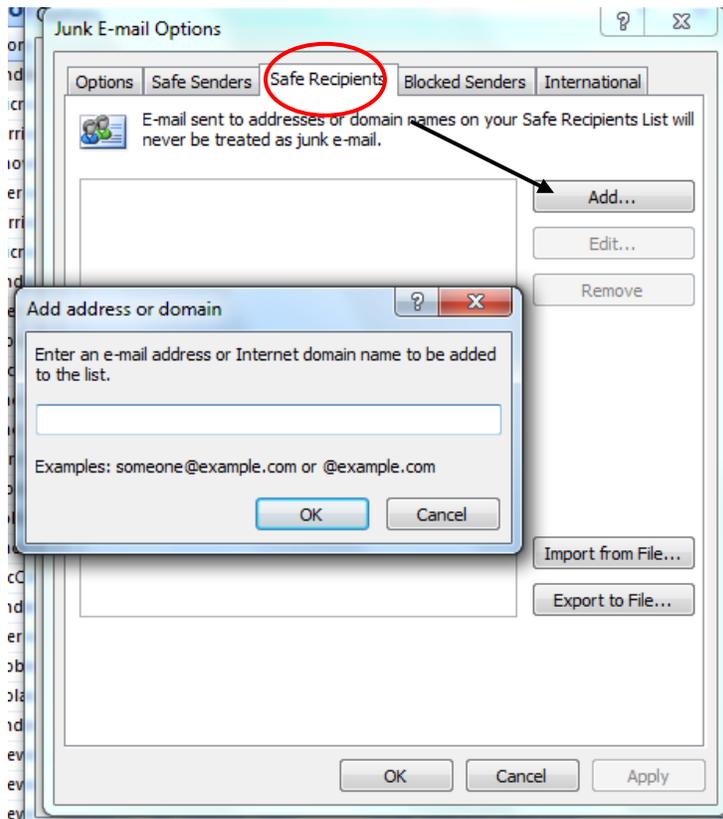


In the **Junk E-mail Options** menu, select the **Safe Senders** tab.



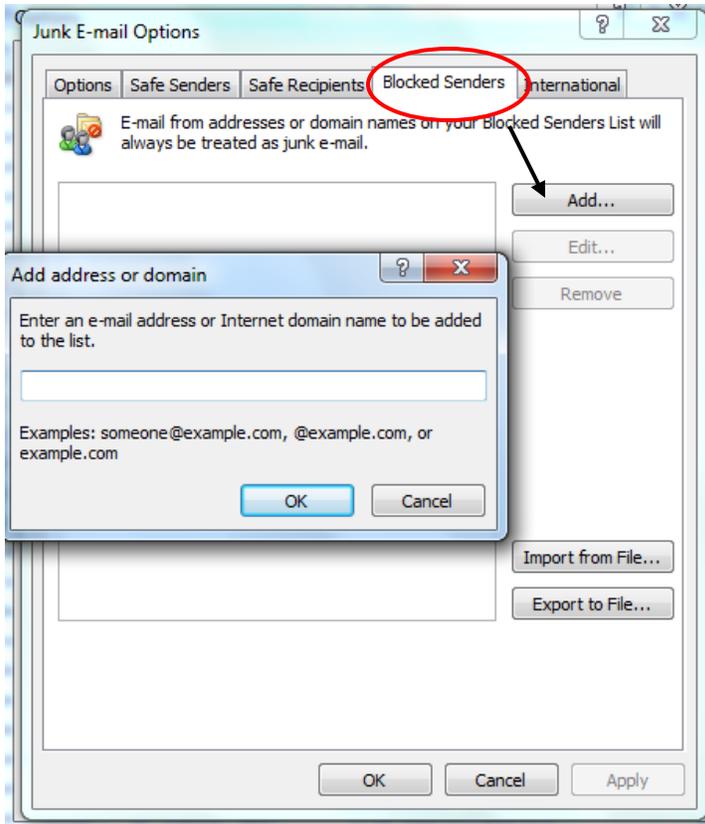
This is a list of trusted senders and their e-mail will never be treated as junk e-mail. If a domain name (@yahoo.com, @berry.edu, @getcertified4less.com, etc.) is added, all e-mail from that domain will be allowed. To add an address to the list, select the **Add...** button, enter the trusted e-mail address and click **OK**. If an address is selected by clicking it, it can be edited or removed using the **Edit...** or **Remove** buttons. Click **OK** to save the list.

Select the **Safe Recipients** tab.



Address added to this list will not treat e-mail sent from your address as junk e-mail. The **Add...**, **Edit...**, and **Remove** buttons are used the same way as in the **Safe Senders** tab. Click **OK** to save the list.

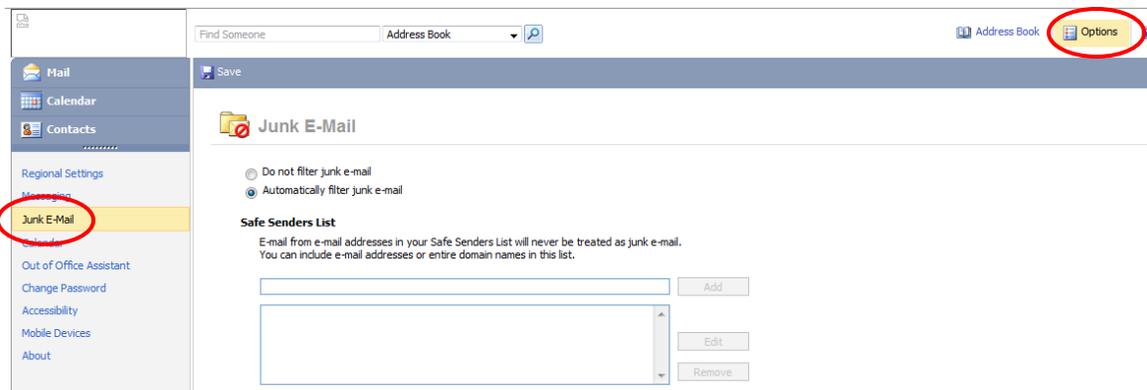
Select the **Blocked Senders** tab.



This is where known junk e-mail addresses are added. Whole domains can be blocked by adding the domain name (@spammers.com). Again the **Add...**, **Edit...**, and **Remove** buttons perform the same functions as in the previous sections. Click **OK** to save the list.

## Outlook Web Access

In the left column of the **Outlook Web Access** screen, select **Options** (found on the top right of your screen) then click **Junk E-mail** on the left side of the screen.



## Junk E-Mail

- Do not filter junk e-mail  
 Automatically filter junk e-mail

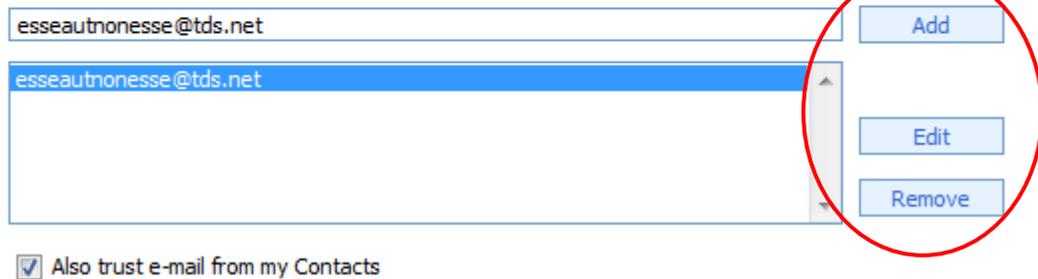
### Safe Senders List

E-mail from e-mail addresses in your Safe Senders List will never be treated as junk e-mail. You can include e-mail addresses or entire domain names in this list.

esseatnonesse@tds.net

esseatnonesse@tds.net

Also trust e-mail from my Contacts



There are three sections on this web screen. The first is the **Safe Senders** list. This is a list of trusted senders and their e-mail will never be treated as junk e-mail. If a domain name (@yahoo.com, @berry.edu, @getcertified4less.com, etc.) is added, all e-mail from that domain will be allowed. To add an address to the list, select the **Add...** button.

After an address is selected by clicking it, it can be edited or removed using the **Edit...** or **Remove** buttons.

The next section is the **Blocked Senders** list.

### Blocked Senders List

E-mail from e-mail addresses or domain names on your Blocked Senders List will always be treated as junk e-mail.

This is where known junk e-mail addresses are added. Whole domains can be blocked by adding the domain name (@spammers.com). Again the **Add...**, **Edit...**, and **Remove** buttons perform the same functions as in the previous sections.

The third section is the **Safe Recipients** list.

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### Safe Recipients List

E-mail that is sent to e-mail addresses or domain names in your Safe Recipients List will never be treated as junk e-mail.  
Never include your own e-mail address in this list.

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Address added to this list will not treat e-mail sent from your address as junk e-mail. The **Add...**, **Edit...**, and **Remove** buttons are used the same way as in the **Safe Senders** section.

After all of the sections are finished, click **Save** at the top of the page.

