

## Working with Junk E-mail Filter

The Microsoft Outlook 2010 Junk E-mail Filter helps reduce Junk E-mail (SPAM) that ends up in your Inbox.

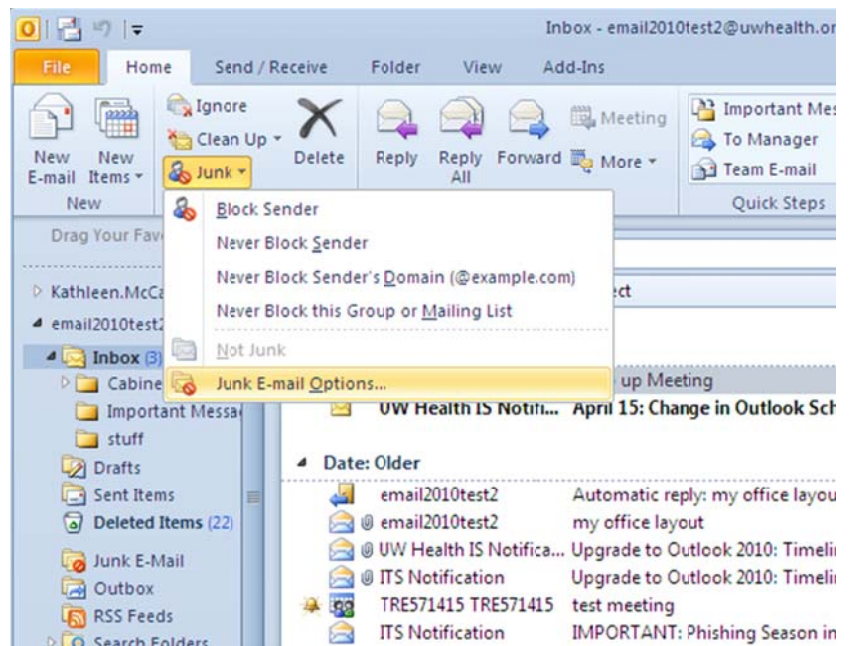
The Junk E-mail Filter evaluates each incoming message to assess whether it might be SPAM, based on several factors, including, but not limited to, the time when the message was sent and the content of the message. By default, the Junk E-mail Filter is turned on and the protection level is set to Low. This level catches only the most obvious spam. You can make the filter more aggressive by changing the level of protection that it provides.

**Note:** The Outlook Junk E-mail Filter doesn't stop delivery of junk e-mail messages -- just moves it to the Junk E-mail folder.

Any message that is suspected to be junk is moved to the Junk E-mail folder. It is a good idea to periodically review the messages in the Junk E-mail folder to check for legitimate messages that were incorrectly classified as junk. If you find a message that isn't junk, drag it back to the Inbox or to any folder.

You can adjust the Junk E-mail Filter settings in the Junk E-mail Options dialog box.

On the Home tab click Junk, and then click Junk E-mail Options



If you see this message, simply click Do not show this message again. Click OK



From Junk E-mail Options, you can change the level of junk e-mail protection from the defaults shown here:

**1. No Automatic Filtering**

- Although this turns off the automatic Junk E-mail Filter, messages are still evaluated by using the domain names and e-mail addresses in your Blocked Senders List

**2. Low *Default***

- If you don't receive many junk messages, or want to filter only the messages that are the most obvious junk, select this option

**3. High**

- If you receive lots of junk messages, but don't want to restrict messages from senders on your safe lists, select this option -- You should periodically review messages moved to the Junk E-mail folder, because some legitimate messages might also be moved

**4. Safe Lists Only**

- This is the most restrictive option. Any message that is sent neither from someone on your Safe Senders List nor to a mailing list on your Safe Recipients List, is classified as junk

**5. Permanently delete suspected junk e-mail instead of moving it to the Junk E-mail folder**

- This is just as it states: It will delete messages instead of moving them to the junk e-mail folder
- NOTE: When suspected junk messages are deleted, unlike other messages, they are not moved into the Deleted Items folder

**6. Disable links and other functionality in phishing messages (recommended)**

- It is recommended that this always be enabled

**7. Warn me about suspicious domain names in e-mail addresses (recommended) *Default***

- It is recommended that this always be enabled

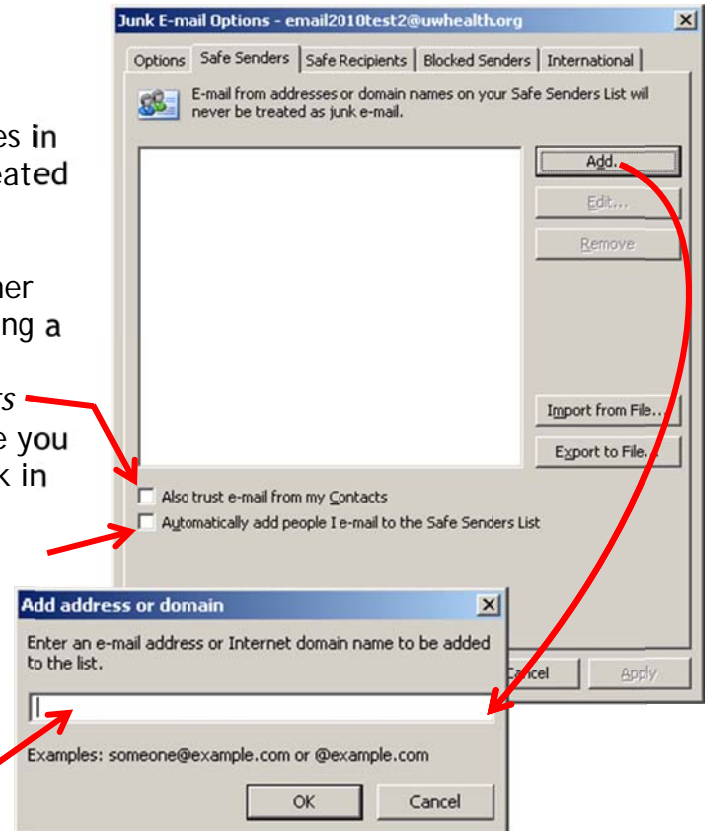


## Junk E-mail Filter Lists

While the Junk E-mail Filter checks your incoming messages automatically, the Junk E-mail Filter Lists give you more control over what is considered spam. You can add names, e-mail addresses and domains to these lists so the Filter allows for messages from sources that you trust, or blocks messages that arrive from specific e-mail addresses and domains that you don't know or trust.

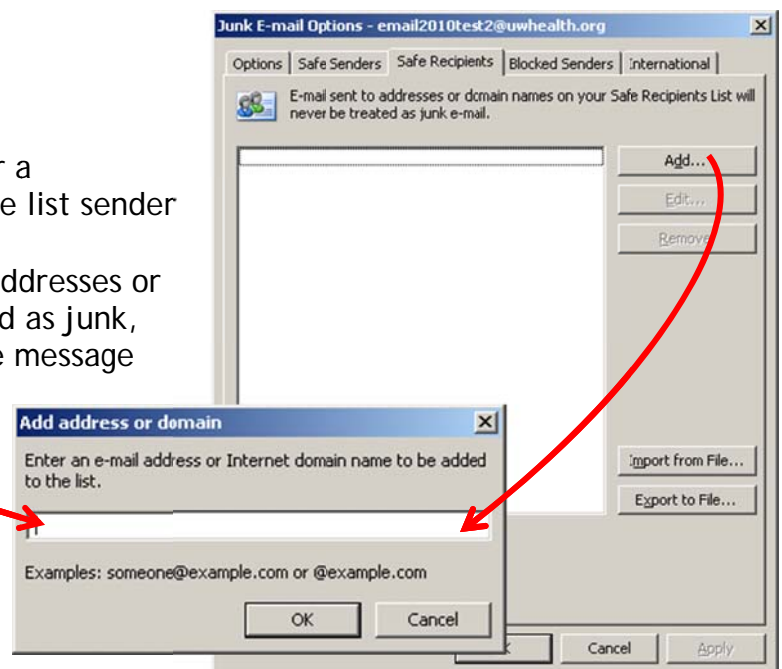
### Safe Senders List

- E-mail addresses and domain names in the Safe Senders List are never treated as junk e-mail, regardless of the content of the message
- You can add your Contacts and other correspondents to this list by putting a checkmark in the box next to:  
*Also trust e-mail from my Contacts*
- If you wish to add all of the people you e-mail to this list, put a checkmark in the box next to:  
*Automatically add people I e-mail to the Safe Senders List*
- All names and addresses in the global address list (GAL) are automatically considered safe
- To add an address manually, click the Add button and type in the e-mail address



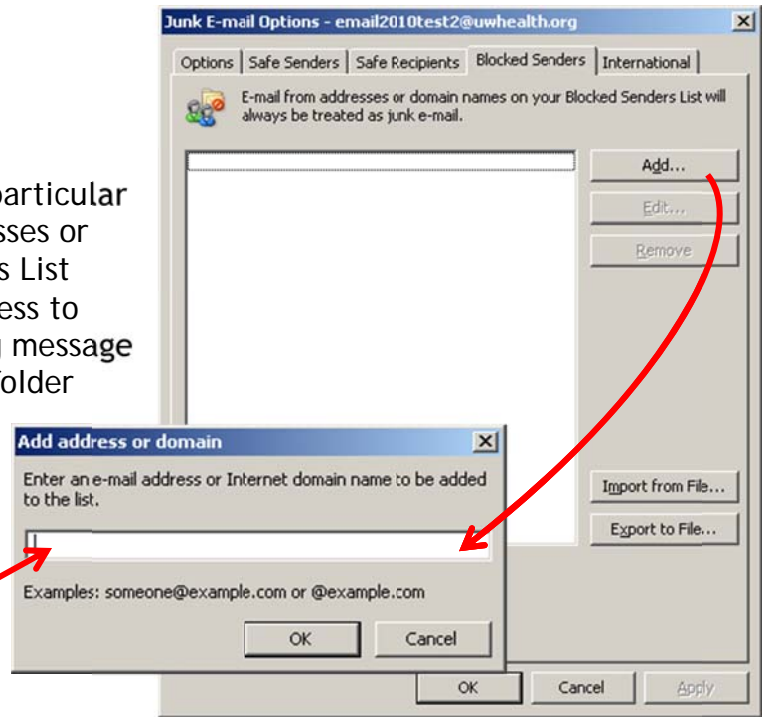
### Safe Recipients List

- If you belong to a mailing list or a distribution list, you can add the list sender to the Safe Recipients List
- Messages sent to these e-mail addresses or domain names are never treated as junk, regardless of the content of the message
- To add an address manually, click the Add button and type in the e-mail address



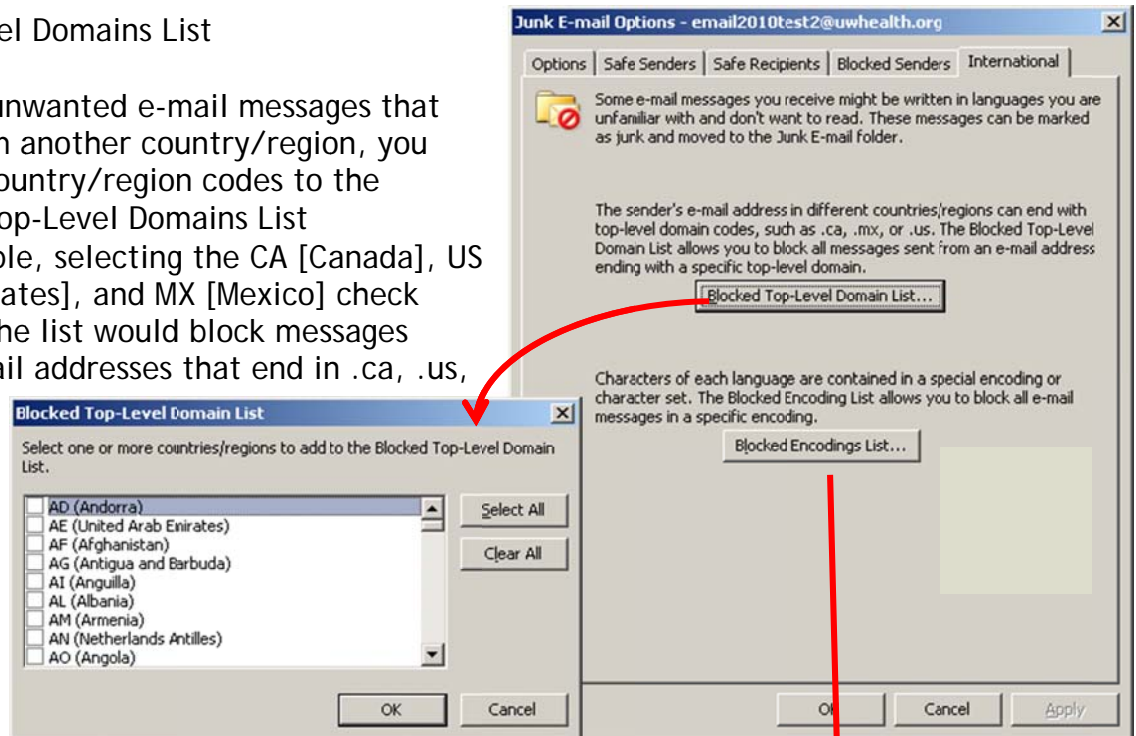
## Blocked Senders List

- You can easily block messages from particular senders by adding their e-mail addresses or domain names to the Blocked Senders List
- When you add a name or e-mail address to this list, Outlook moves any incoming message from that source to the Junk E-mail folder
- Messages from people or domain names that appear in this list are always classified as junk, regardless of the content of the message
- To add an address manually, click the Add button and type in the e-mail address



## Blocked Top-Level Domains List

- To block unwanted e-mail messages that come from another country/region, you can add country/region codes to the Blocked Top-Level Domains List
- For example, selecting the CA [Canada], US [United States], and MX [Mexico] check boxes in the list would block messages from e-mail addresses that end in .ca, .us, and .mx



## Blocked Encodings List

- To block unwanted e-mail messages that appear in another character set or alphabet, you can add encodings to the Blocked Encodings List

