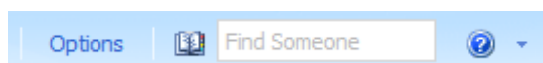




Junk E-Mail Filtering

To create and set your junk mail options, click on **Options** to display the Options page, divided into sections for each feature.



Select **Junk E-Mail** from the list at the left hand side. From here you can manage lists for Safe Senders, Blocked Senders and Safe Recipients. Note that Junk E-Mail filtering options are unavailable in Outlook Live Light.



Junk E-Mail

- Don't filter junk e-mail
- Automatically filter junk e-mail

Manage 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.

Safe Senders

anne.example@abdn.ac.uk

- Also trust e-mail from my Contacts

Manage Blocked Senders List [^](#)

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

Blocked Senders

spam@junk.com

Manage Safe Recipients List [v](#)

- Treat all e-mail as junk unless it comes from someone in my Safe Recipients lists, or from senders in my organization