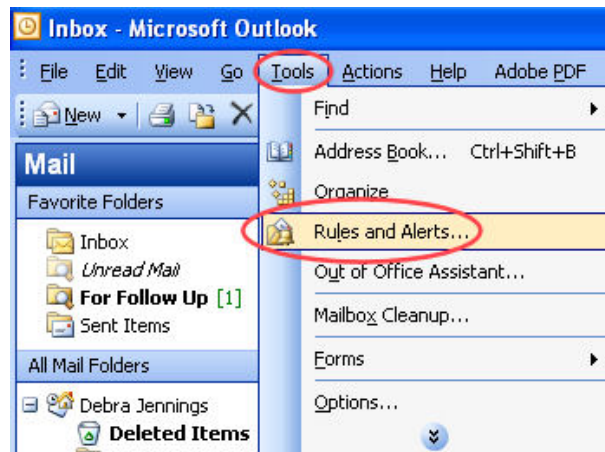


Move Email to Folders

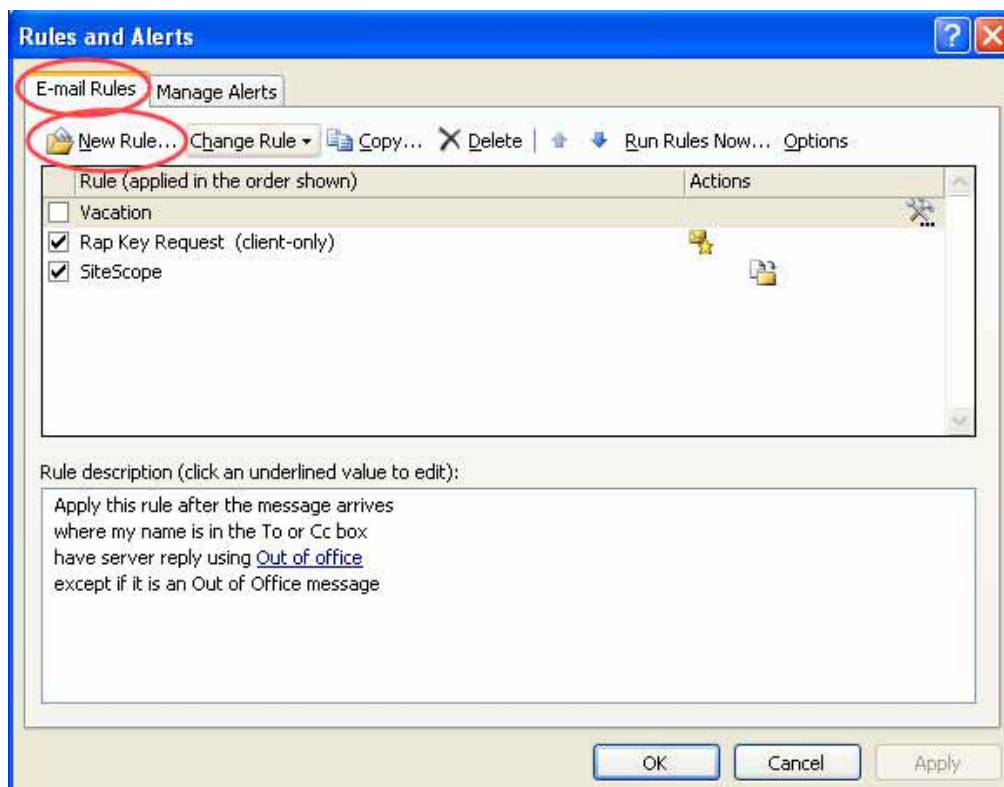
You can use a rule to move messages automatically from your Inbox to a different folder. Rules can be specified for emails from a particular person, emails sent to a particular distribution group, or emails with certain words in the subject line.

Set up the rule

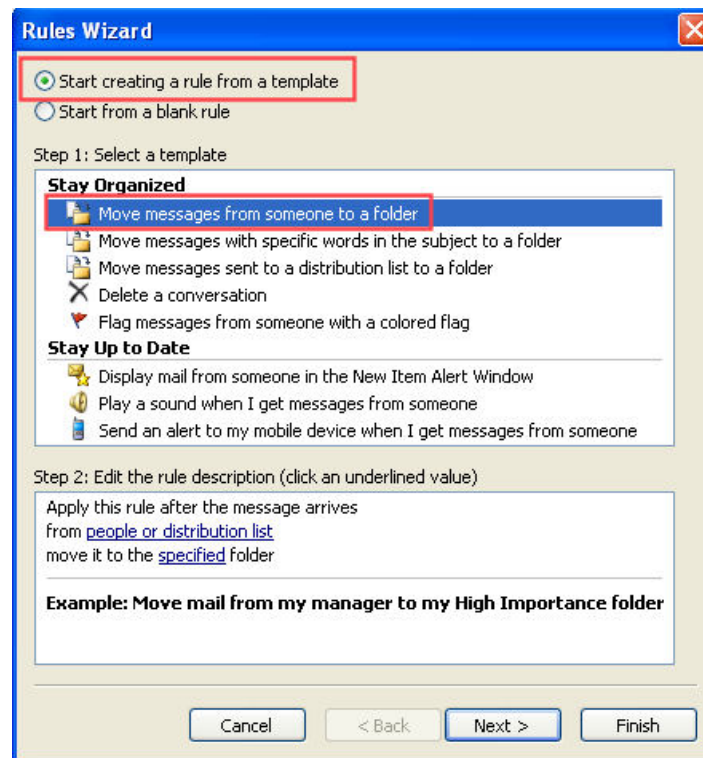
1. On the **Tools** menu, go to **Rules and Alerts**:



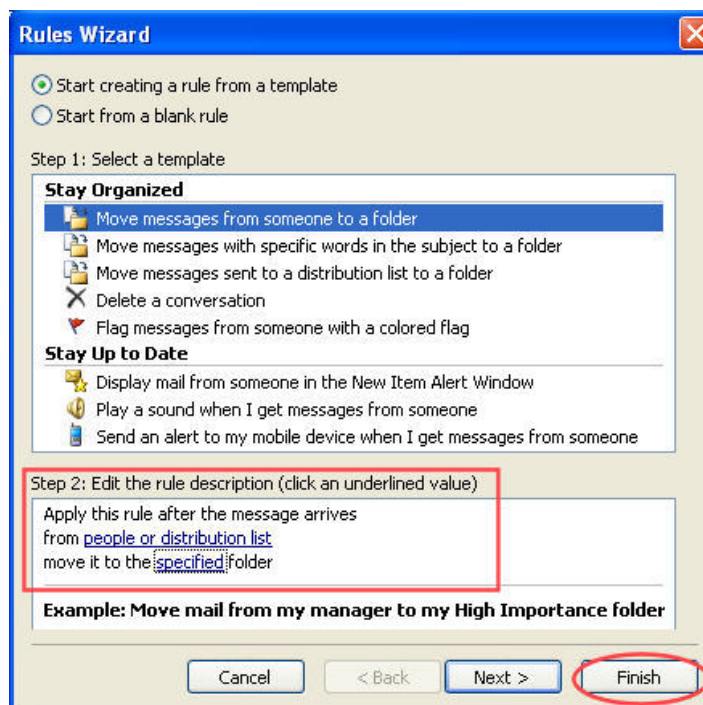
2. On the **Email Rules** tab, click **New Rule**:



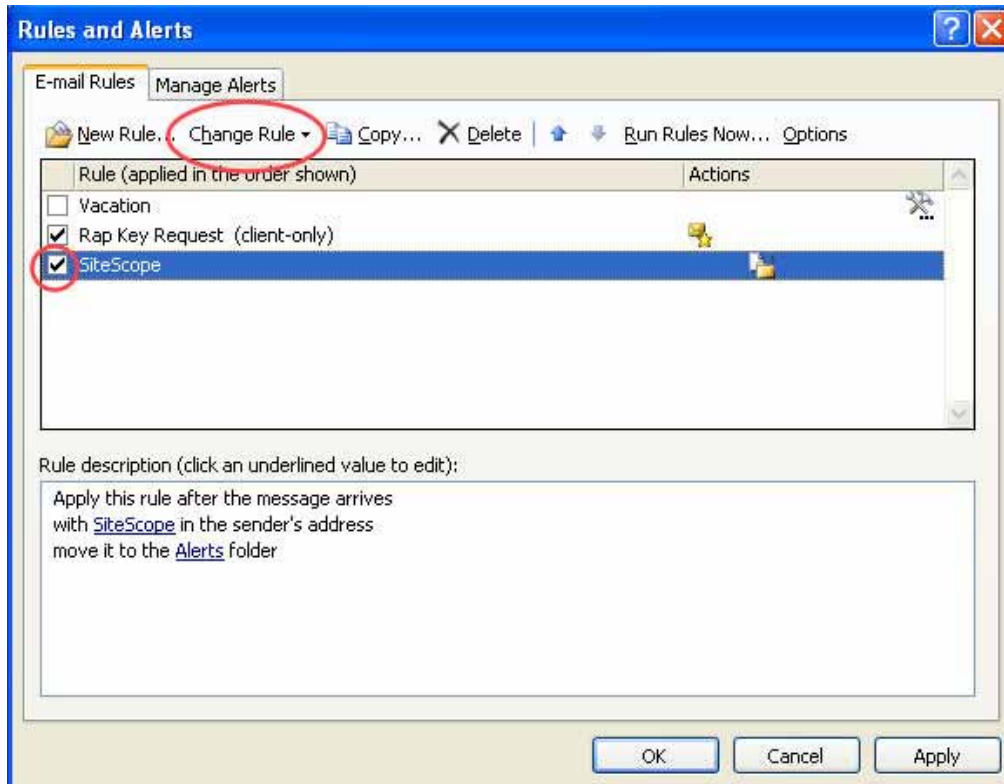
3. Leave **Start creating a rule from a template** selected, and choose one of the options under **Step 1: Select a template**:



4. Under **Step 2: Edit the rule description**, click on each underlined item and specify the rule criteria (i.e., who the email is from and which folder to move it to):



5. Choose **Finish**.
6. The rule is enabled automatically. To temporarily disable it, delete it or change the rule criteria, go back to **Tools, Rules and Alerts**. Uncheck the box next to the rule to disable it. To see other options, select the rule from the list and choose **Change Rule**:

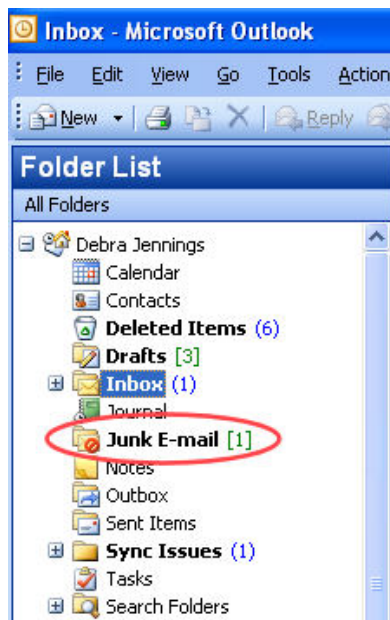


Use Junk E-mail Folder

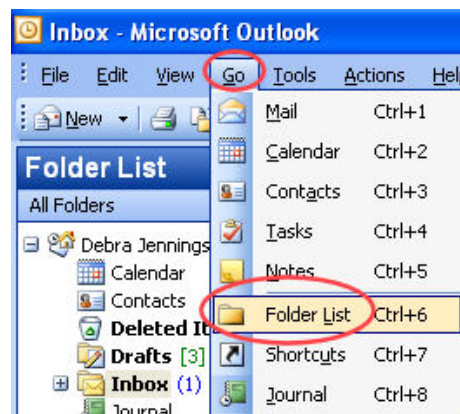
The Junk E-mail Filter in Outlook is turned on by default, and the protection level is set to Low. This level is designed to catch only the most obvious junk e-mail messages. You can make the filter more aggressive, but if you do it may catch legitimate messages sometimes. Any message that is caught by the Junk E-mail Filter is moved to a special **Junk E-mail** folder. You should review messages in the Junk E-mail folder from time to time to make sure that they are not legitimate messages that you want to see.

Review messages in the Junk E-mail folder

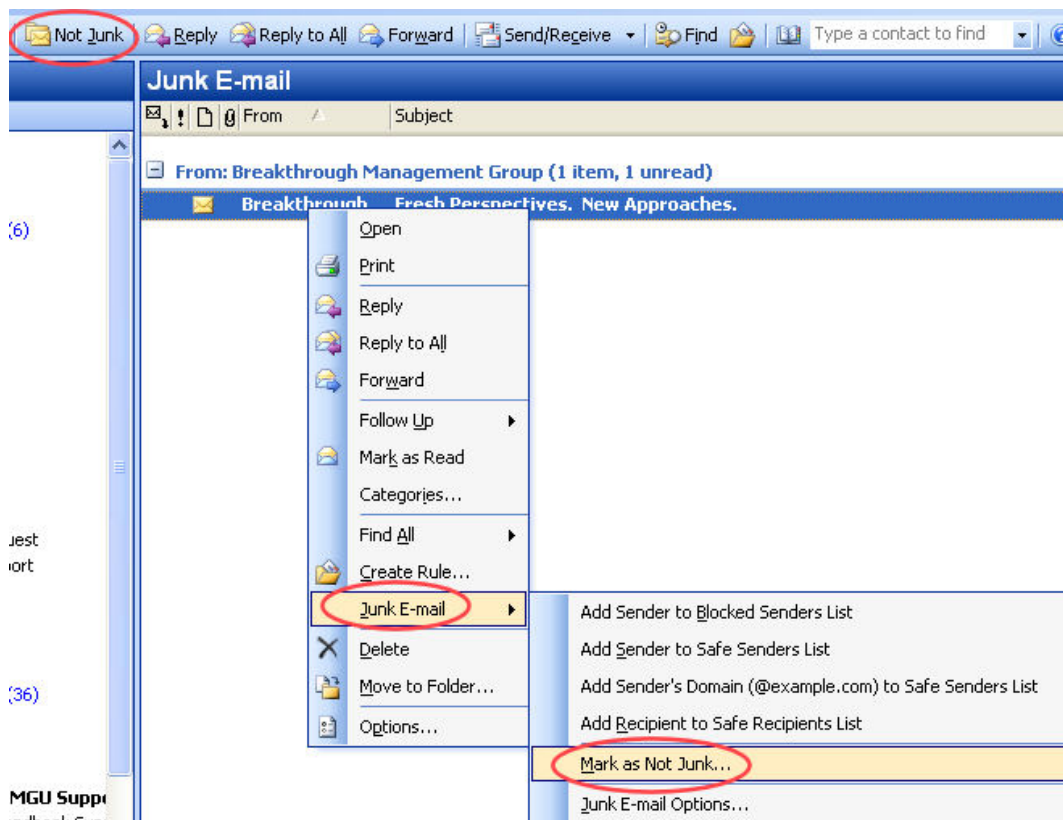
1. The **Junk E-mail** folder should be in the **Folder List** in the left pane of Outlook:



2. If you do not see the **Junk E-mail** folder in the list, on the **Go** menu, choose **Folder List**:

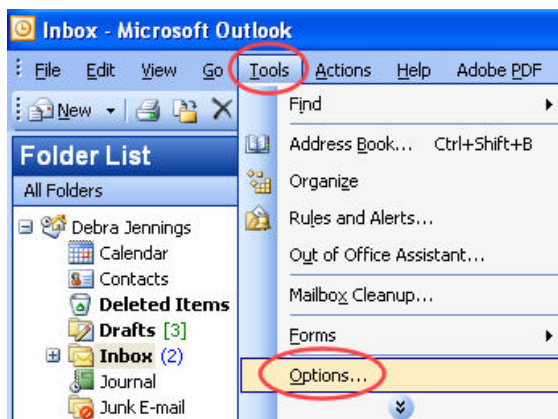


- In the **Junk E-mail** folder, you can read and move/delete messages. You can also specify which messages are *not* junk by selecting the closed email and using the **Not Junk** button, or *right-clicking* on the closed email and choosing **Junk E-mail, Mark as Not Junk**. The email will be moved to your Inbox, and you will be prompted to add the sender to your “safe” list:

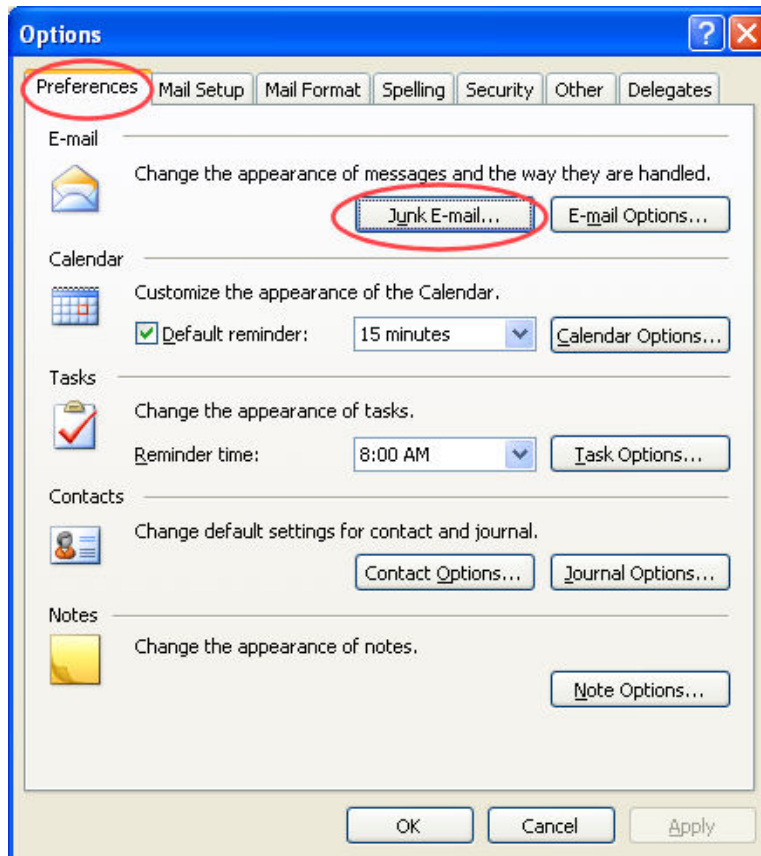


Add a name to the Blocked Senders list

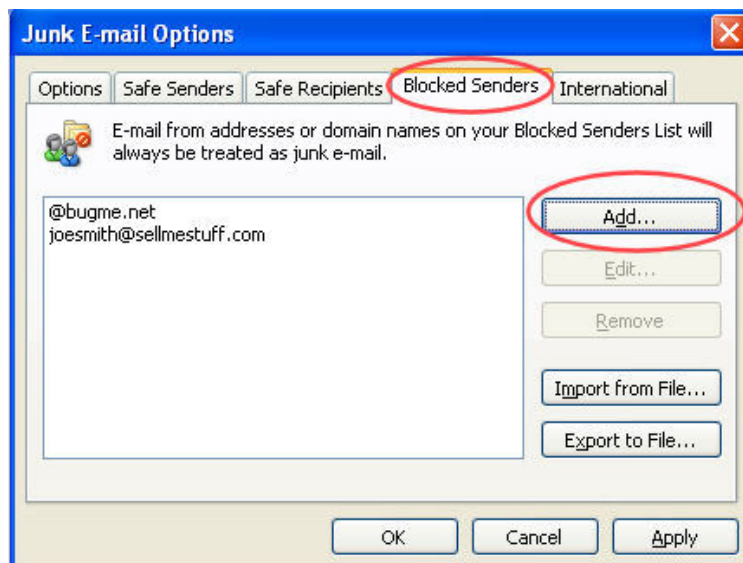
- In the Junk E-mail folder, right-click the message and choose **Junk E-mail**, then **Add Sender to Blocked Senders List**.
- To see or edit the Blocked Senders list, on the Outlook **Tools** menu, click **Options**:



3. On the **Preferences** tab, under **E-mail**, click **Junk E-mail**:



4. On the **Blocked Senders** tab, click Add to add an email address (i.e. joe@sellmestuff.com) or domain (@bugme.net) to block. Or, select a name on the list if you want to **Edit** or **Remove** it.



5. Choose **OK** when you're done updating the list.