

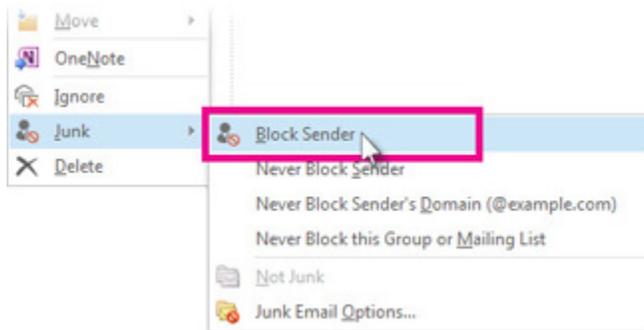
## How to Create a Junk Email Filter

As part of its filtering criteria, the Outlook Junk Email Filter checks message senders against lists of email addresses and Internet domains designated either as safe or to be blocked. You can customize the filter to block or allow senders or different message types.

### Designating Junk Mail

When you no longer want to see messages from someone, you can block a sender, which will designate the messages as junk/spam mail.

Right-click a message from the sender you want to block, and then click **Junk > Block Sender**.



The blocked person can still send you mail, but if anything from his or her email address makes it to your email account, it's immediately moved to the **Junk Email** folder.

It's a good idea to periodically [review email messages identified as junk](#) to make sure you're not missing important messages.

If you later decide you want to unblock a sender, [use Junk Email Filters to change which messages you see](#).

### Add unwanted names to the Blocked Senders List

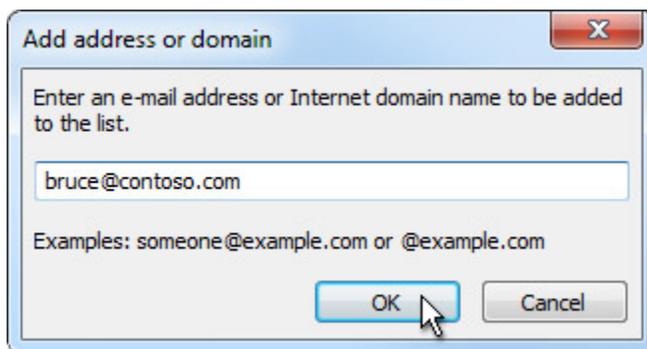
Messages from addresses or domain names in the Blocked Senders List are always treated as junk. Outlook moves any detected incoming message from senders in the Blocked Senders List to the **Junk E-mail** folder, regardless of the content of the message.

**Note:** The Outlook Junk Email Filter doesn't stop junk email from being delivered, but instead diverts suspected spam to the **Junk E-mail** folder instead of your inbox.

- A. To add a specific sender to the Blocked Senders List, click a message from the sender.
- B. On the **Home** tab, in the **Delete** group, click **Junk** and then click **Block Sender**.

**To add names to the Blocked Senders List:**

- 1) On the **Home** tab, in the **Delete** group, click **Junk**, and then click **Junk E-mail Options**.
- 2) On the **Blocked Senders** tab, click **Add**.



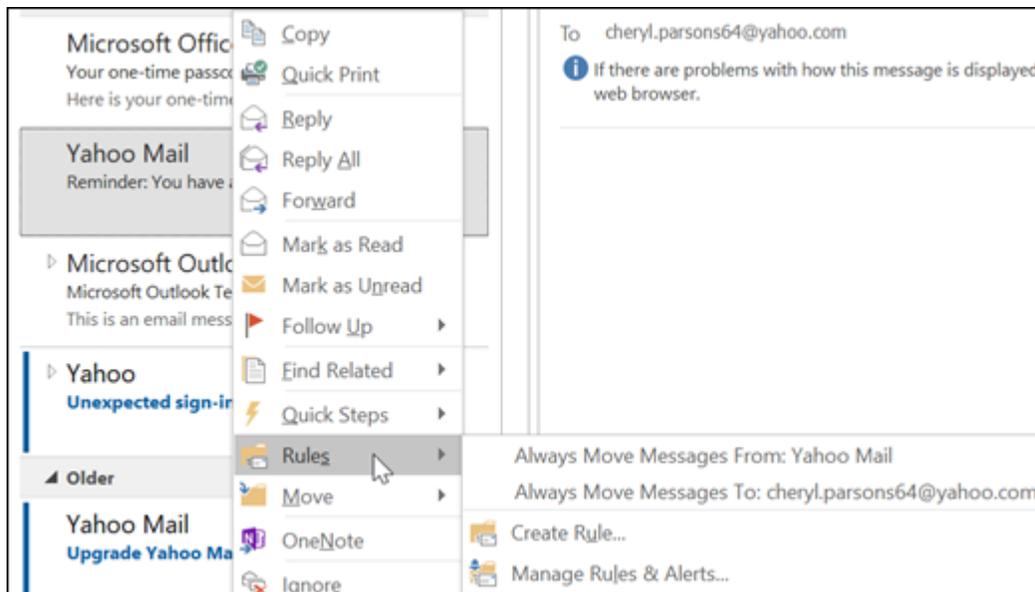
- 3) In the **Enter an e-mail address or Internet domain name to be added to the list** box, enter the name or address that you want to add. For example, you can add :
  - a. a specific email address, such as [someone@example.com](mailto:someone@example.com)
  - b. an Internet domain, such as @example.com, or example.com.
- 4) Click **OK** and repeat for each entry that you want to add.

## Instructions for Setting Mailbox Rules

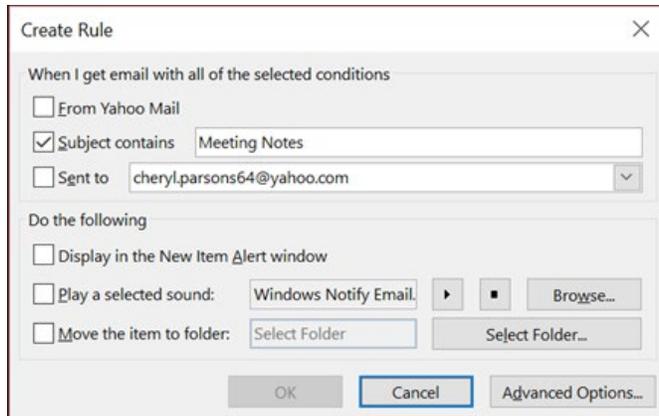
Rules allow you to move, flag, and respond to email messages automatically. You can also use rules to play sounds, move messages to folders, or display new item alerts.

The easiest and most common rule to create is one that allows you to move an item from a certain sender or with certain words in the subject line to another folder. You can create this rule directly from a message you've already received.

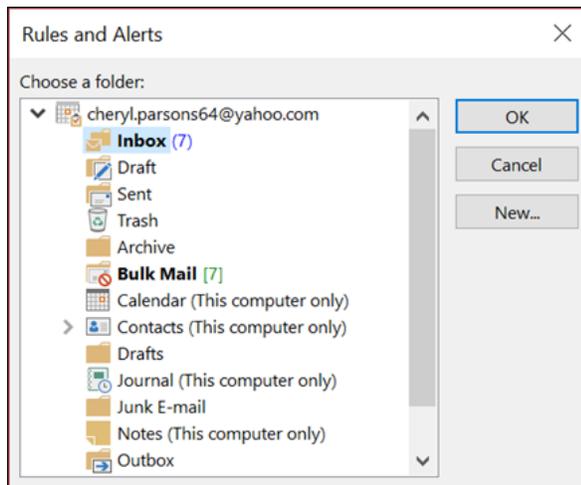
1. Right-click a message in your inbox or another email folder and select **Rules**.



2. Select one of the options. Outlook automatically suggests creating a rule based on the sender and the recipients. To view more options, select **Create Rule**.
3. In the **Create Rule** dialog box, select one or more of the first three checkboxes.



4. In the **Do the following section**, if you want the rule to move a message to a folder, check the **Move** item to folder box, then select the folder from the **Select Folder** dialog that pops up, and then click **OK**. You can move items to an existing or new folder.



5. Click **OK** to save your rule.
  - Note: If you want to run the rule on messages you've already received, check the box on the confirmation dialog that pops up and then click **OK**.