



Microsoft Outlook Handling SPAM

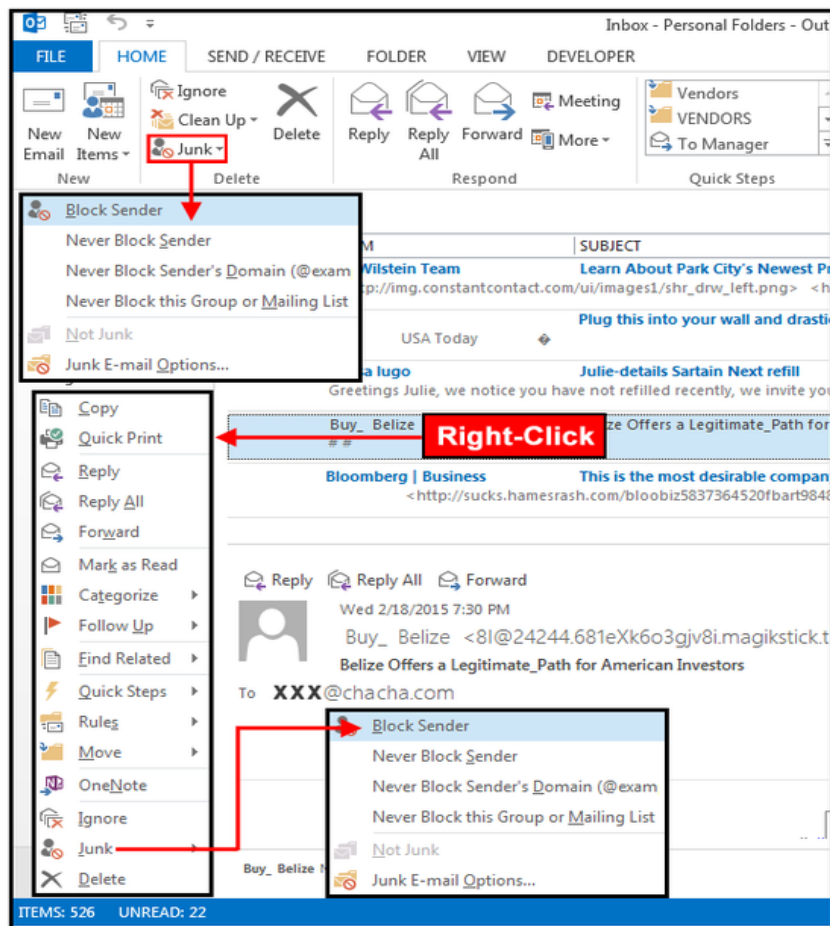


Handling Spam (Part 1)

Use Outlook's Block Sender feature to add intrusive spam to your Blocked Senders list and move the spam to the Junk Email folder. This works fine if you receive fewer than a dozen spam e-mails a day.

Select the spam e-mail in your Inbox, right-click it, choose **Junk** from the dropdown menu, and click **Block Sender**. Or, after selecting the spam e-mail, click the **Home** tab, then open the **Junk** menu dropdown and select **Block Sender**. Either method will have Outlook mark the spam, move it immediately to the Junk Email folder, and add the sender to the Blocked Senders list.

***In Summary:** Spam can be handled and blocked with Outlook's junk e-mail tools.*



Handling Spam (Part 2)

If you get a lot of spam from a company/e-mail domain, country, or phishing group impersonating a legitimate organization (ex. Yahoo6.com, epaypal.com, a personal e-mail address impersonating a company), you can add these spammers to your Blocked Sender list by individual address, company e-mail domain, or country domain. Click the **Home** tab, open **Junk > Junk E-mail Options**, then click the **Blocked Senders** tab. Click the **Add** button and enter an address, e-mail domain, or country domain.

Per the example screenshot, you don't need wildcards to block all e-mail from a group or company. Just enter the group's e-mail domain name with or without the @ sign (ex. @yahoo6.com or yahoo6.com). Click **OK**, then the **Apply** and **OK** buttons. Outlook will redirect any future e-mails matching the Blocked Senders list to the Junk Email folder.

