

Modifying the Junk E-Mail Settings for Mac Users

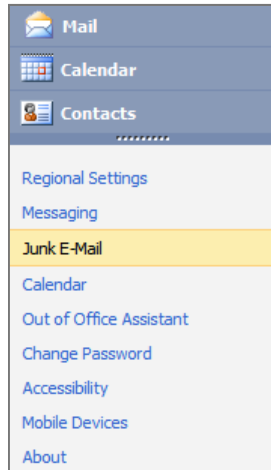
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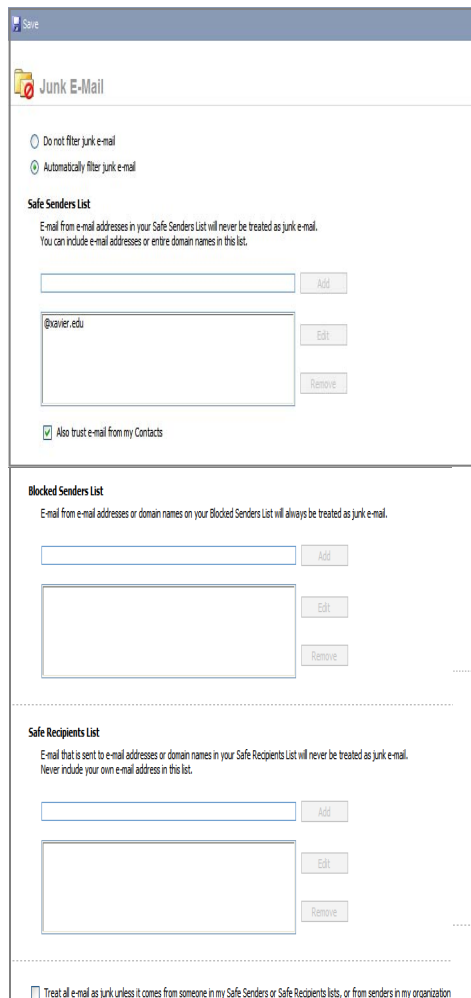
Accessing the Junk E-Mail Settings

The **Junk E-Mail** settings that are available in Outlook Web Access allow you to manage and create lists of trusted and untrusted e-mail addresses and domains.

To access the junk e-mail settings, click on the **Options** button at the top, right-hand corner of the screen. This will bring up the Options dialog box. Clicking on **"Junk E-Mail"** in the list of Options displayed in the Navigation Pane....



will open up the Junk E-Mail settings dialog box....



Junk E-Mail Filter

These first fields on this page allow you to specify whether or not you want OWA to automatically filter out suspected junk e-mails....

Do not filter junk e-mail
 Automatically filter junk e-mail



Safe Senders List

This section allows you to identify email addresses that will never be treated as junk e-mail. You can add individual e-mail addresses or an entire domain to this list. For example, if you wanted to make sure any e-mails sent from a Xavier address were considered "safe" you

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.

Add

@xavier.edu Edit Remove



Blocked Senders List

This section allows you to identify email addresses that will always be treated as junk e-mail. As with the Safe Senders, you can add individual e-mail addresses or an entire domain to this list.

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

salesman2@anotherstore.com Add

salesman1@anystore.com Edit Remove



Safe Recipients List

E-mail that is sent to e-mail addresses or domain names in your **Safe Recipients List** will never be treated as junk e-mail.

Safe Recipients List
E-mail that is sent to e-mail addresses or domain names in your Safe Recipients List will never be treated as junk e-mail. Never include your own e-mail address in this list.

jjones@jonesinc.com Add

carla.kelly@firstnational.com Edit Remove

You can ensure the highest level of security for your Inbox by checking the box at the bottom of the Junk E-Mail settings to "Treat all email as junk unless it comes from someone in my Safe Senders or