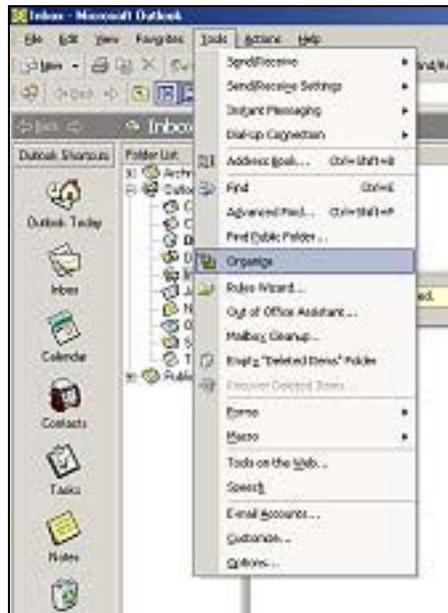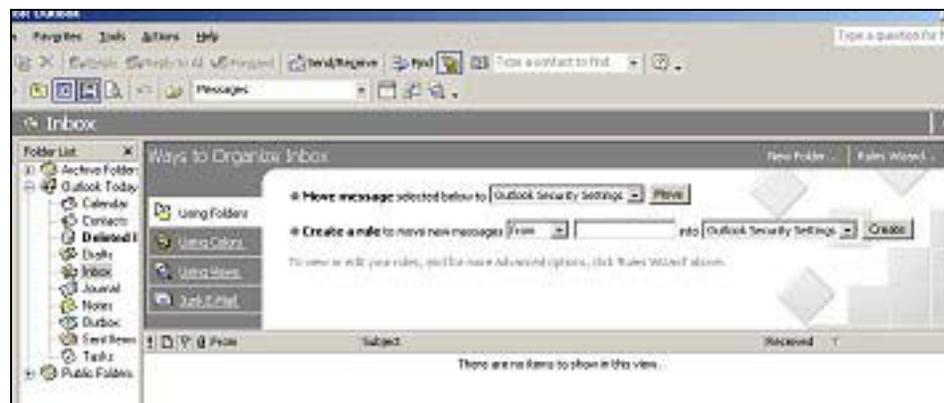# Blocking Junk email in Outlook
Version 1.00

Junk and offensive email is unfortunately a fact of life these days but there is way that you can use Outlook to assist you dealing with these messages.

1. Open Outlook and from the menu select *Tools*, the *Organize* like so :

2. Once you have selected *Organize* you will see a dashboard appear over your messages like so :

   On the left hand side of this dashboard you will see "*Using Folders*", "*Using colors*", "*Using views*" and "*Junk E-Mail*". Click on "*Junk E-Mail*" to continue.

3. Once you have selected "*Junk E-Mail*" the dashboard will change to reveal a different set of options for your selection like so :

At the moment we can see that both the *Junk Message* and *Adult Content* options are currently turned off. You need to press the "*Turn on*" button to activate them. But before we turn them on we want to change the way that Junk messages are handled by Outlook.

4. In most cases we simply want Junk Messages deleted from our Inbox. The way to accomplish this is to have Outlook automatically move them from the Inbox to the Deleted folder when they arrive. We need to tell Outlook this for it to happen and do to do this select the pull down box that just to the left of Junk messages in the dashboard like so :

From this menu select "*move*". Once you have selected this the dashboard will again change to reflect this like so :

5. Now that you have elected to move Junk messages you have to determine where you want them moved to ? To do this simply select the pull down box that current says "Junk E-Mail" and make your selection like so :

6. Unless you want to move your Junk Email to a folder for later review it is suggested that you move them directly to the Deleted Items folder. You can always review them there is need be. The dashboard should now appear like so, ready for the Junk E-Mail rule to be turned on :


7. To enable the rule simply press the "*Turn on*" button. The dashboard will once again chance to reflect the fact that the Junk Email rule is enabled like so :

8. To disable the Junk messages rule simply press the "*Turn off*" button. If you wish you can also set up the Adult Content rules here and again enable it by pressing its

"*Turn on*" button. Apart from moving selected messages you can also choose to colour them so they can be easily identified when they arrive in your Inbox.

9. To remove the dashboard from Outlook either repeat the process of selecting "*Organize*" from the menu as mentioned above or simply press the "*Organize*" button on the toolbar.
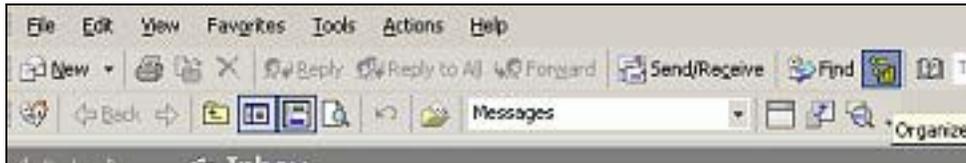

You can view the dashboard again at any time by either method, button or via the menus.

10. Once you have enabled Junk and Adult Content filtering you need to tell Outlook exactly what messages it should filter. This can be done simply by waiting until a suitable message arrives in your Inbox and the right mouse clicking on it. This will pop up and menu like so :
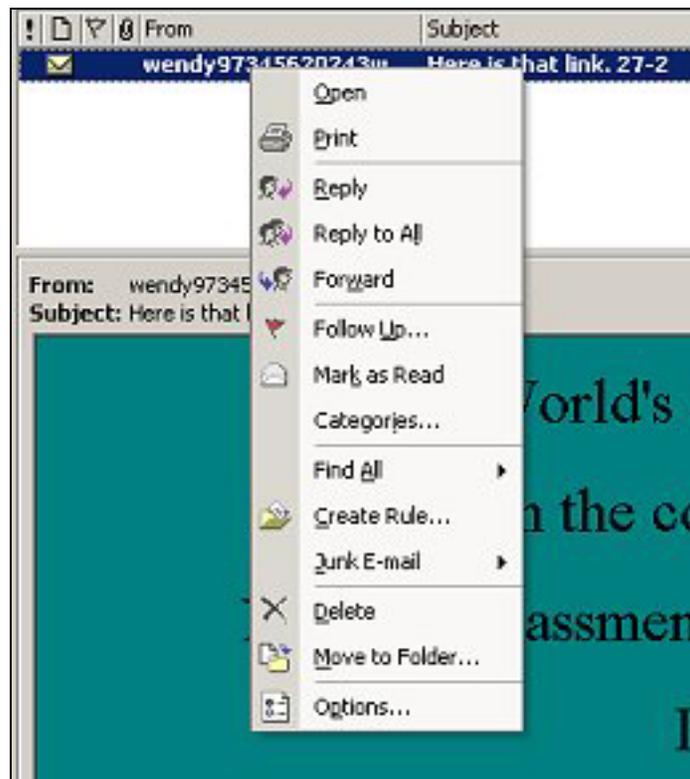
11. From this menu select "Junk E-mail" and then either "*Add to Junk Senders list*" or "*Add to Adult Content Senders list*". This now tells Outlook that all future messages from this source should be classified a Junk or Adult Content. If filtering is turned on for these methods then future messages be dealt with in the

manner that is established by the rule, normally automatically moved to the Deleted Items folder. If the rule for these methods is not enabled then no action will be taken other than to classify the source of the message as being Junk or Adult content.
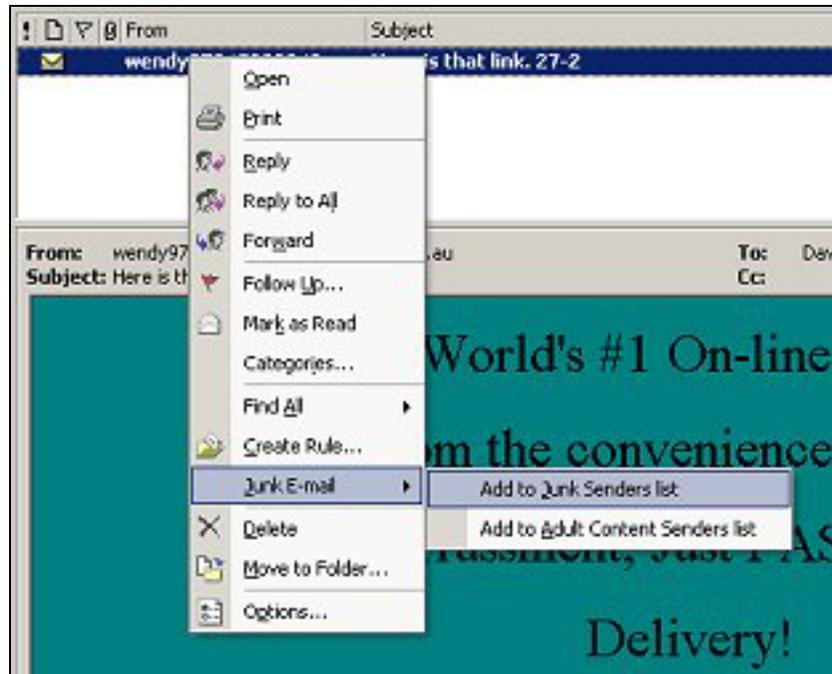

12. After marking the message you will still have to delete it manually but any new message from that source will in future (provided the rules are turned on) will automatically be, in this case, deleted.

13. The Junk and Adult filtering methods in Outlook are not very sophisticated and can be easily circumvented by professional Junk Mail senders. All Outlook does is look at the incoming email address of any message you mark and says that in future is any more mail from that email address arrives then it will be dealt with according to the rule. The problem with is that Junk Mail senders know this and therefore regularly change the email address that their emails come from. For example you may mark an email from spammer1@spam.com but when the next message arrives it comes from spammer2@spam.com Outlook allows the message to pass since this email address hasn't been marked. Unfortunately, Outlook examine incoming email addresses for exact matches.

14. Now that you have successfully turned on Junk mail what happens in the case where you have marked a message as being Junk mail but you wish to no longer have Outlook consider it as Junk ? To make this change you need to go back to the Organize dashboard via the Menu or the organize button on the toolbar. Once the dashboard is visible Select "*Junk E-Mail*" from the menu on the left hand side as before and you should now see the rules that you have configured previously like so :

15. Along the bottom of the dashboard you will find "*For more options click here*" with the words "*click here*" underlined like the standard hypertext links on web pages. Click on these words to reveal more Junk E-Mail options like so :

16. To make changes to the list of email addresses that you have marked as Junk or Adult Content select the words "*Edit Junk Senders*" or "*Edit Adult Content Senders*" from the second line of the dashboard. After selecting this a Edit Junk Senders window will appear like so :
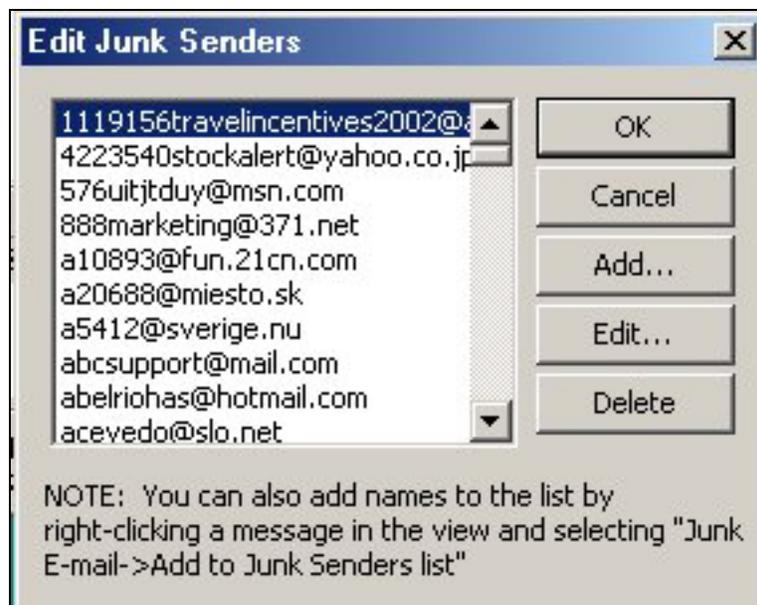
17. From this window you can scroll through the list of emails that have been marked. You can edit, add and delete from this list as well. To remove an email that is current blocked simply scroll through the list until the email is located. Select the desired email on the left hand side and then select the delete button to the right. Once you have pressed the delete key that email address will no longer appear in the marked list.

18. Apart for individual email it is also possible to place whole email domains in the marked list. Thus, if you want to block all email from a domain porn.com simply add "@porn.com" to the list or marked sites. Be careful when using domain blocking because all emails from that domain will be blocked. Thus if you are receiving objectionable material from an email address porn@domain.com and you decide to block domain.com don't forget that any address that has this domain will also be blocked for instance, yourfriend@domain.com will also be blocked if you decide to mark this domain.

19. Once you have finished editing the Junk or Adult Senders simply press the "*Ok*" to return to the dashboard in Outlook. You can select further Junk and Adult Content customization options here or simply select the "*Organize*" button or menu item to close the dashboard and return to your normal Outlook view.

20. Remember, blocking via Outlook is a simple process that can easily be circumvented by professional Junk E-Mail senders. Improved filtering can only be achieved with the assistance of network server based email filtering. The above steps only configure Junk and Adult Content on individual users Outlook, unless network server filtering is implemented there is no global method of marking offending emails across a network installation.