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Microsoft Outlook has several built in ways to help filter spam out of your inbox. This article will explore some of these options.

If an email in your inbox is spam, right click on the email, select Junk E-Mail to get to the following options.

- 1. Add Sender to Blocked Senders List The email address on the spam email will be blocked.
- 2. Add Sender to Safe Senders List Some emails may get classified as spam erroneously. Adding the sender's email address to the list will bypass Outlook's spam filter.
- 3. Add Sender's Domain (@example.com) to Safe Senders List Sometimes, emails from other parts of usc.edu will be classified as spam due to the content. Adding @USC.EDU to this list ensures that anyone with an @usc.edu's email address will bypass Outlook's spam filter.
- 4. Add Recipient to Safe Recipients List An example for this is that your email address may belong to a mailing list. The mailing list email address will be the recipient email address instead of yours.

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	Verizon	2	For <u>w</u> ard	red	ible by HTC	Thu 4/29/	2	7	30	
	webfoot		Follow Up	usc.e	du (128.125	Thu 4/29/	1	8		
	webfoot		Categorize	edu (128.125.121.4	Thu 4/29/	9	8		
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To: Joh	nn Ng	:	Message Options		Add <u>R</u> ecipier	nt to Safe Re	cipients	List		
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FR: mkhan		6	Junk E-mail (Options						
All folders are up to date. 🔀 Connected to Microsoft Exchange 🛪 🛒										

Click on Junk E-Mail Options to get to the following.

Under the Options tab, you could set the level of junk e-mail protection. Please read the description for each option carefully before choosing one.

J	unk E-ma	9	X					
[Options	Safe Senders Safe Recipients Blocked Senders Interna	tional	1				
	0	Outlook can move messages that appear to be junk e-mail into a special Junk E-mail folder.						
		Choose the level of junk e-mail protection you want:						
		No Automatic Filtering. Mail from blocked senders is still moved to the Junk E-mail folder.						
		O Low: Move the most obvious junk e-mail to the Junk E-mail	l folde	r.				
		High: Most junk e-mail is caught, but some regular mail ma as well. Check your Junk E-mail folder often.	y be c	aught				
		Safe Lists Only: Only mail from people or domains on your Safe Senders List or Safe Recipients List will be delivered to your Inbox.						
		Permanently delete suspected junk e-mail instead of moving it to the Junk E-mail folder						
		Disable links and other functionality in phishing messages. (recommended)						
	Warn me about suspicious domain names in e-mail addresses. (recommended)							
		When sending e-mail, Postmark the message to help e-mail clients distinguish regular e-mail from junk e-mail						
		OK Cancel	Ap	ply				

Once filtered, spam emails end up in your Junk Emails folder unless you set it to delete in the Junk Email Options.

The email addresses or domain names in the Safe Senders list will bypass any Microsoft Outlook spam filters and automatically go to your inbox.

Junk E-mail Options							
Options Safe Senders	Safe Recipients	Blocked Senders	International				
E-mail from addresses or domain names on your Safe Senders List will never be treated as junk e-mail.							
@mcsv23.net @netsupportsoftware.c @usc.edu account-noreply@acrob activate@ni.com aschieri@usc.edu bmedept@usc.edu dellsurveyhelp@mail2.ra downloads@netsupport	om bat.com ap.tns-online.com software.com		Add Edit Remove				
dziegiel@imsc.usc.edu ecommerce@freescale. emarketing@equallogic. engrhelp-noreply@usc. messenger@webex.com michael.franden@orade notifications@basecamp notifications@viterbiit.b otispote@usc.edu	com com edu n 2.com ohq.com asecamphq.com		Import from File Export to File				
 Also trust e-mail from Automatically add per 	my Contacts ople I e-mail to the	: Safe Senders List					
	0	K Canc	el Apply				

Email addresses or domains on this Safe Recipients list will also bypass Microsoft Outlook's spam filter. Safe Recipients list could consist of listservs or distribution lists that you have subscribed to.

Junk E-mai	il Options			? ×				
Options	Safe Senders	Safe Recipients	Blocked Senders	International				
E-mail sent to addresses or domain names on your Safe Recipients List will never be treated as junk e-mail.								
engrhel	p@usc.edu			Add				
				Edit				
				Remove				
				Import from File				
				Export to File				
		0	K Canc	el Apply				

Using Outlook's Spam Filter

The Blocked Senders tab is a list of email addresses that you would like to block from your inbox. Any email address or domain on this list will automatically get filtered out.

Junk E-mail Options	? ×
Options Safe Senders Safe Recipients Blocked Sende	rs International
E-mail from addresses or domain names on your B always be treated as junk e-mail.	locked Senders List will
aadvertisement1@gmail.com advertisement4@airtelmail.in ceo@embroi.com	Add
info@possh.net noreply@airmilesduo.co.uk	Edit
noreply@compare-quotations.co.uk noreply@pkgraphix.com	Remove
update +ifvhhvh1@facebookmail.com	
	Import from File
	Export to File
ОК Са	ancel Apply

If you know that you won't be getting any emails from specific countries or in specific languages, you could click on the International tab and filter out those emails automatically. Many scam emails originate outside of the United States.

Junk E-ma	ail Options			? <mark>x</mark>				
Options	Safe Senders	Safe Recipients	Blocked Senders	International				
	Some e-mail messages you receive might be written in languages you are unfamiliar with and don't want to read. These messages can be marked as junk and moved to the Junk E-mail folder.							
	The sender's e-mail address in different countries/regions can end with top-level domain codes, such as .ca, .mx, or .us. The Blocked Top-Level Domain List allows you to block all messages sent from an e-mail address ending with a specific top-level domain. Blocked Top-Level Domain List							
	Characters of each language are contained in a special encoding or character set. The Blocked Encoding List allows you to block all e-mail messages in a specific encoding. Blocked Encodings List							
OK Cancel Apply								