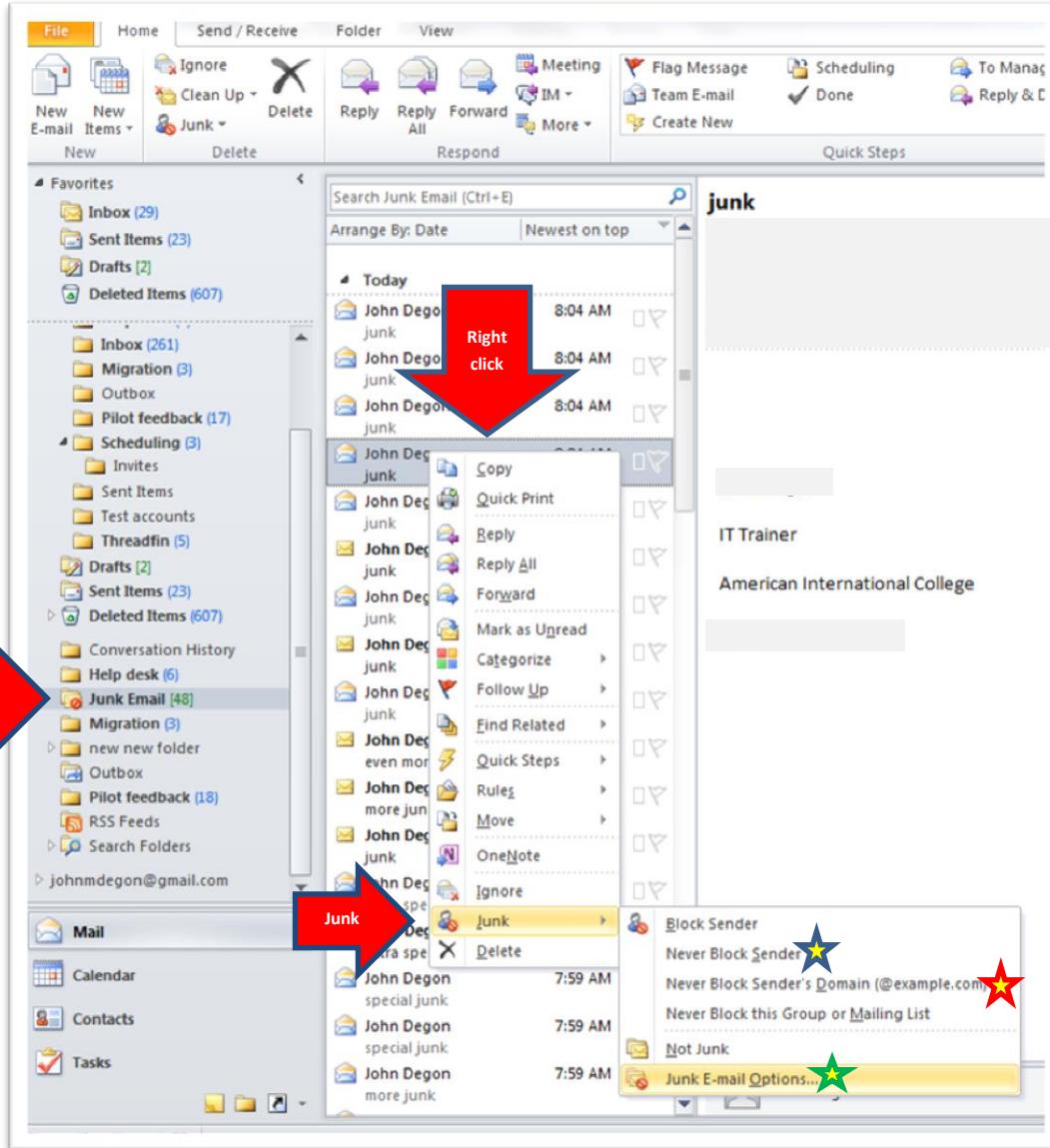





# Managing Junk E-mail



## These steps prevent important messages from going to Junk Email

1	Choose <b>Junk Email</b> folder
2	Right click on any message in the content pane
3	Choose <b>Junk</b> from the dropdown menu
4	If you choose <b>Never Block Sender</b>  Sender's new messages will go to <b>Inbox</b>
5	If you choose <b>Never Block Sender's Domain</b>  New messages from sender's domain will go to <b>Inbox</b> Example - @aic.edu
6	If you choose <b>Junk E-mail Options</b>  Create a <b>Safe Senders</b> list Create a <b>Blocked Senders</b> list

