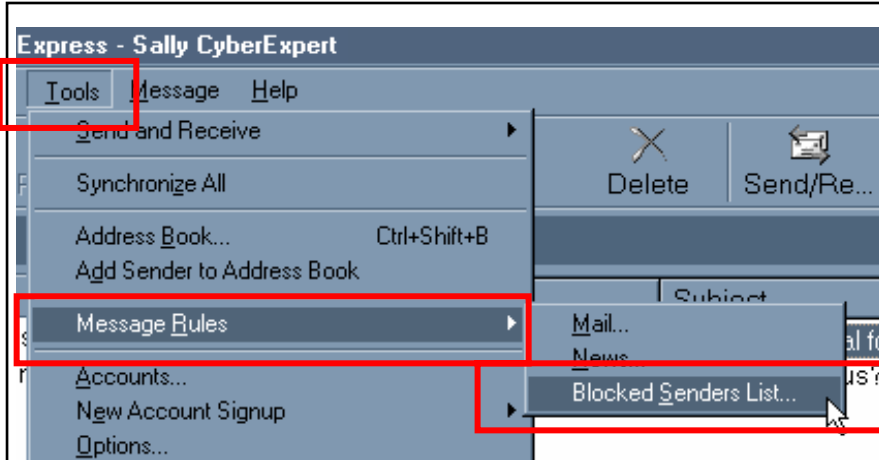


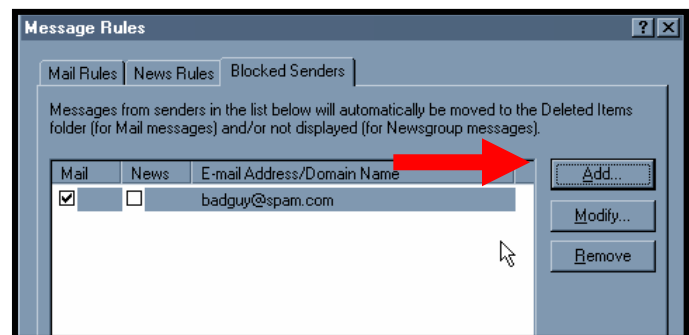


BLOCKING JUNK MAIL



While it's almost impossible to stop junk email (or spam) from coming to your address, you can take steps to reduce the time necessary to delete these unwanted messages from your INBOX.

With the BLOCKED SENDERS list, Outlook will recognize a repeat spammer and immediately put their email into the DELETED ITEMS folder.



Click TOOLS

Click MESSAGE RULES

Click BLOCKED SENDERS LIST...

Click ADD and type the email address from which you keep getting junk mail.

Add as many senders as you want.

Note: This action does not prevent the message from being downloaded into your computer!. It simply puts them into the trash folder automatically. Therefore, it is still important to have a good anti-virus software program running – just in case – and to empty your deleted items folder frequently.