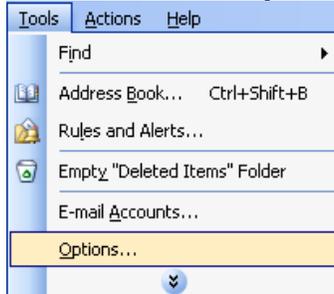
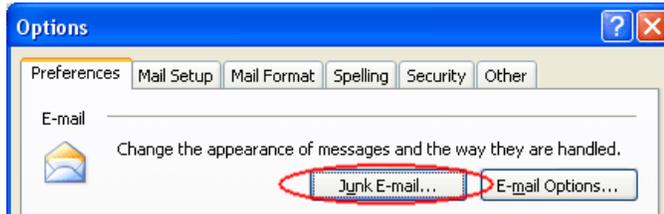


How to turn on Junk Email Filtering in Outlook 2003

1. Launch Outlook 2003.
2. Click on **Tools > Options**.

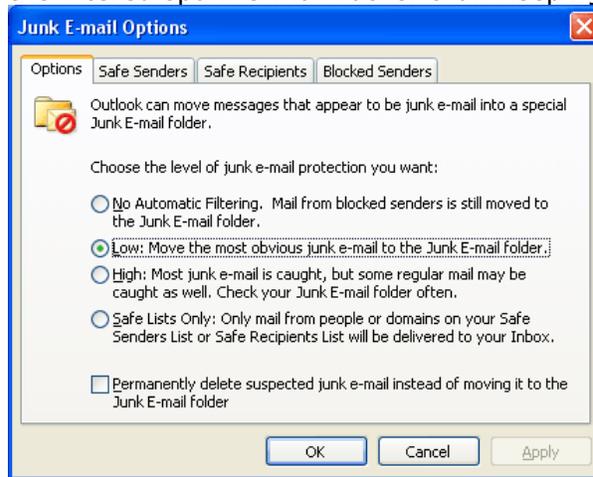


3. Click on the **Junk E-mail...** button.
- 4.



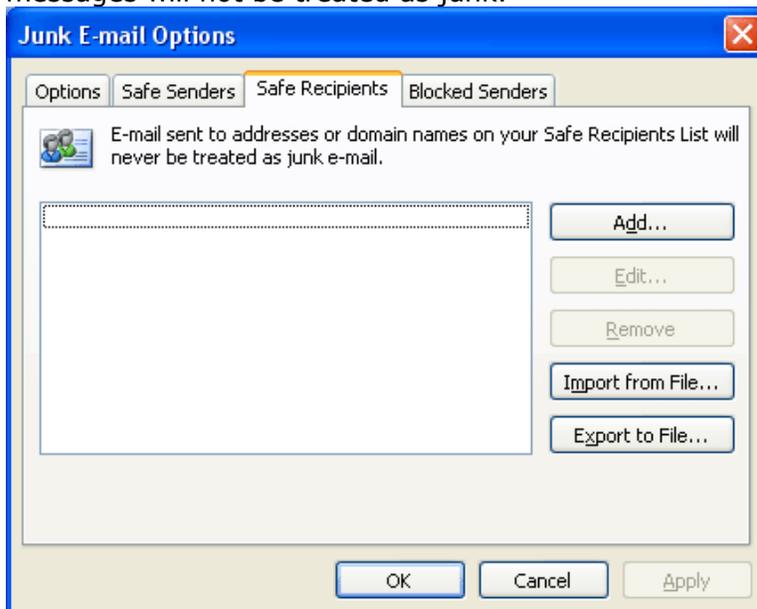
5. The first "**Options**" tab is where you control the junk filter.
 - a. **No Automatic Filtering** essentially turns off the junk e-mail filter.
 - b. **Low** will only filter junk e-mail if it scores a high spam confidence level (SCL) rating.
 - c. **High** will filter junk e-mail if it scores a medium SCL rating. The lower the rating, the less likely the e-mail is spam.
 - d. **Safe Lists Only** turns off the junk e-mail filter and will only allow e-mail to be delivered to your inbox if the sender or the recipient is listed in the "Safe Senders" and "Safe Recipients" lists. Turning on this option would result in a large amount of email being sent to your Junk email folder. **Turning on this setting is not recommended.**
 - e. The last option allows you to "**Permanently delete**" junk e-mail. If, after you have been using the junk e-mail filter for some time, you notice that the filter has never filtered one of your legitimate e-mails into the Junk E-mail folder, then you might consider simply deleting

the filtered spam e-mail rather than keeping a copy for your review.



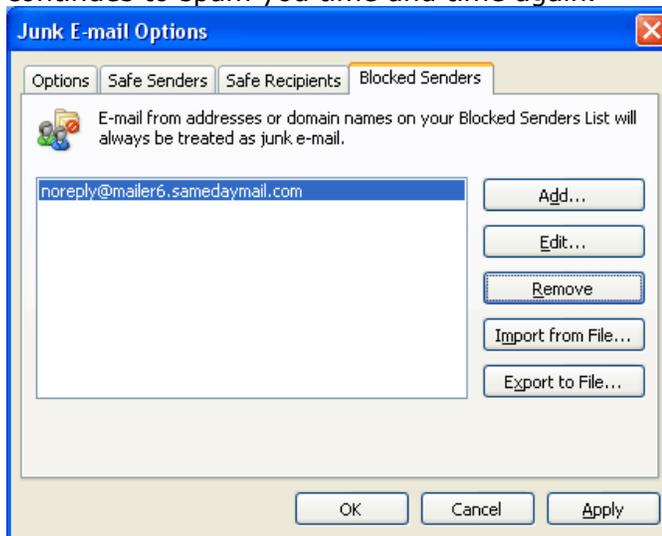
How to add addresses to the Safe Senders List in Outlook 2003

Continuing from the previous step, clicking on the "**Safe Recipients**" tab yields a control panel which allows you to add and remove e-mails and domains for which you would like to accept e-mail delivery. It is designed for newsgroups and discussion lists in which you participate but where the messages are not specifically addressed to you. Simply add your newsgroup email or domain and the newsgroup messages will not be treated as junk.



How to add addresses to the Blocked Sender's List in Outlook 2003

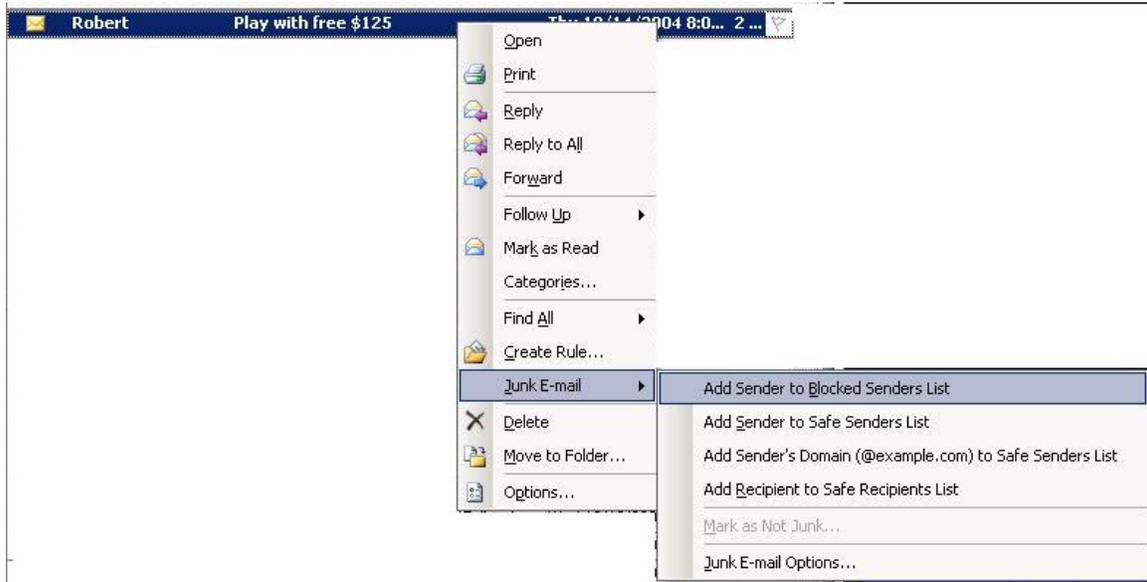
- Continuing from the previous step, clicking on the "**Blocked Senders**" tab yields a control panel allowing you to add e-mail addresses or domains which will always be treated as junk e-mail. This can be considered a "blacklist" of spammers. Be careful in adding domains because if you add hotmail.com, for example, all email@hotmail.com will be treated as spam.
- Personally, I don't spend too much time updating my blocked senders list. Spammers typically change their email and domain quite often - usually hours after a spam campaign. By tenaciously adding their e-mails to the "Blocked Senders" list, you will quickly find that you have a list of e-mails that no longer exist. However, this list is useful if you have a repeat offender that continues to spam you time and time again.



- The "**R**emove" and "**E**dit..." buttons allow you to remove or edit a spammer's e-mail address.
- The "**I**mport from File..." and "**E**xport to File..." are used to backup and restore your Safe Senders list. They also are useful in sharing your list with your friends and colleagues.

How to add an email address to the Blocked Sender's List in Outlook 2003

- Right-click the email message and point to "**Junk E-Mail**". Select and click on "**Add Sender to Blocked Senders List**".



How to add an email address to the Safe Sender's List in Outlook 2003

- Right-click the email message and point to "**Junk E-Mail**". Select and click on "**Add Sender to Safe Senders List**".

