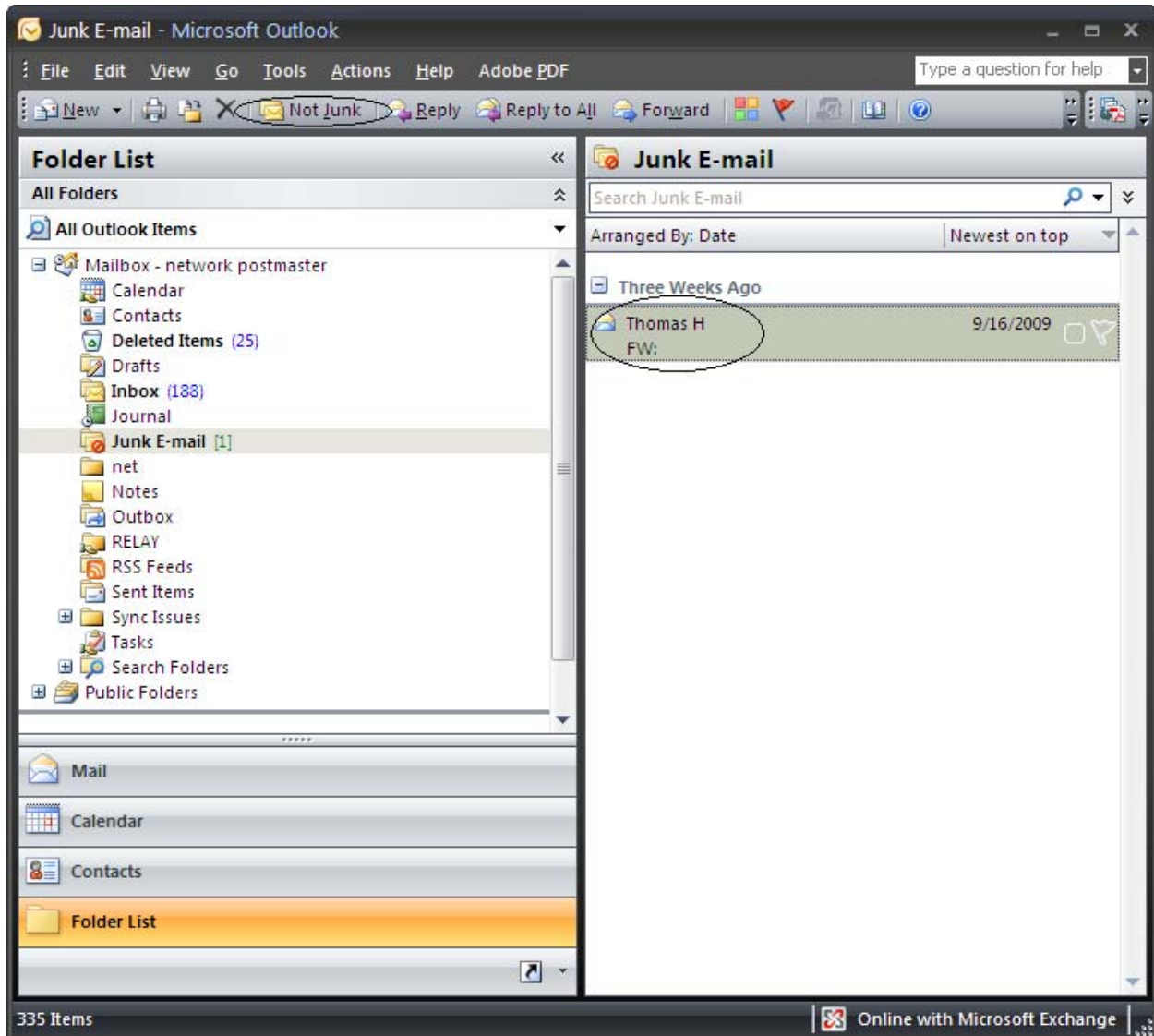


UCHC Outlook 2007 Junk E-mail Safe Senders List User information.

Any message that is caught by the MS-Outlook Junk E-mail Filter is moved to a special **Junk E-mail** folder. It is a good idea to check the **JUNK E-mail** folder periodically to make sure that they are not legitimate messages that you want to see. If they are legitimate, you can move them back to the **Inbox** by marking as “**not junk**” and can also drag them to any folder.

In **Mail**, click the **Junk E-mail** folder in your folder List:



1. Right-click any message that you do not want to be marked as junk.
2. On the shortcut menu, point to **Junk E-mail**, and then click **Mark as Not Junk**.
3. –Or- Right Click, pull down menu, Junk Mail ... select “**add sender to safe senders list**”.

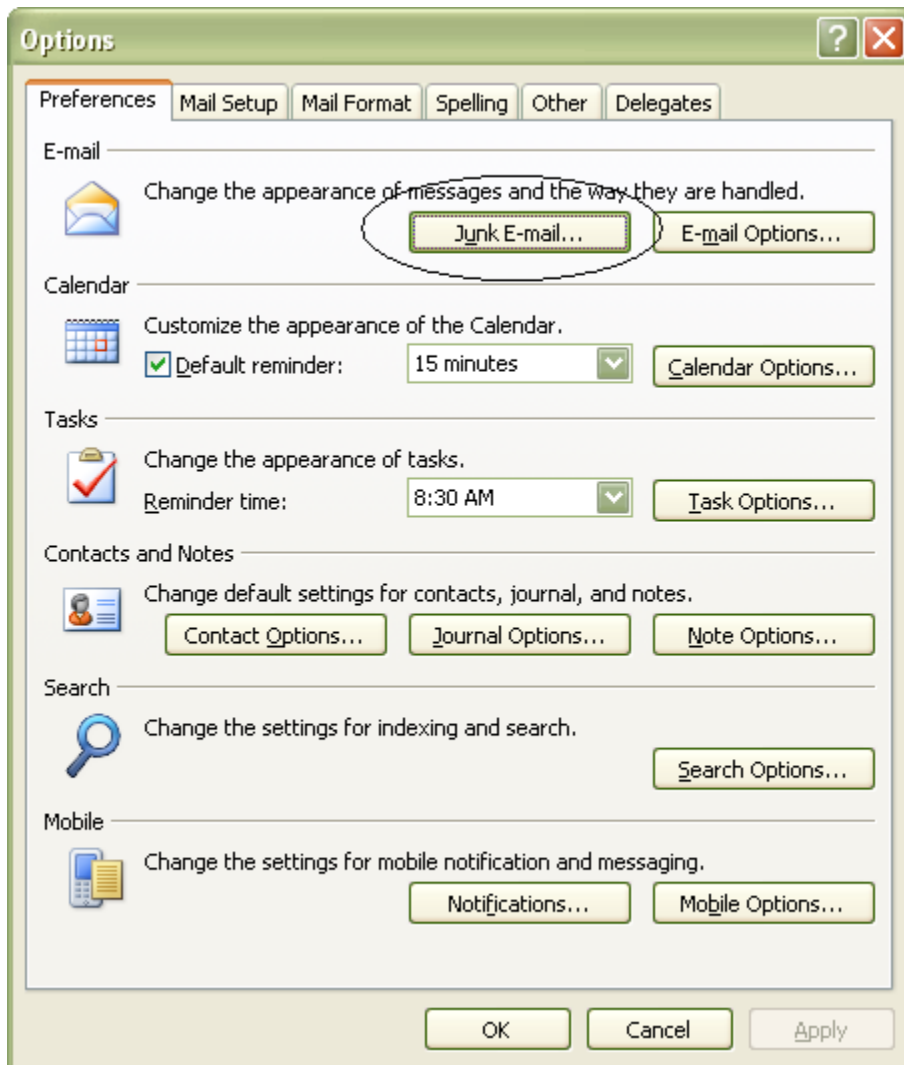
UCHC Outlook 2007 Junk E-mail Safe Senders List User information.

A message that is marked as not junk is moved to your **Inbox** or to the folder that it was previously in. When you mark a message as not junk, you see a prompt about adding the sender or mailing list name to your **Safe Senders** List.

To Review who your safe senders are:

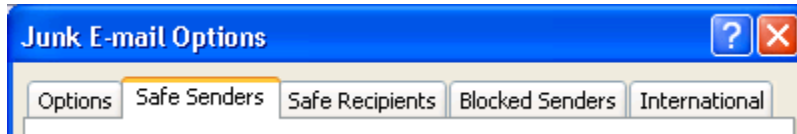
On the **Tools** menu, click **Options** to open the Options dialog box.

On the **Preferences** tab, under **E-mail**, click **Junk E-mail** to open the **Junk E-mail Options** dialog box::



Select the "safe-senders" tab:

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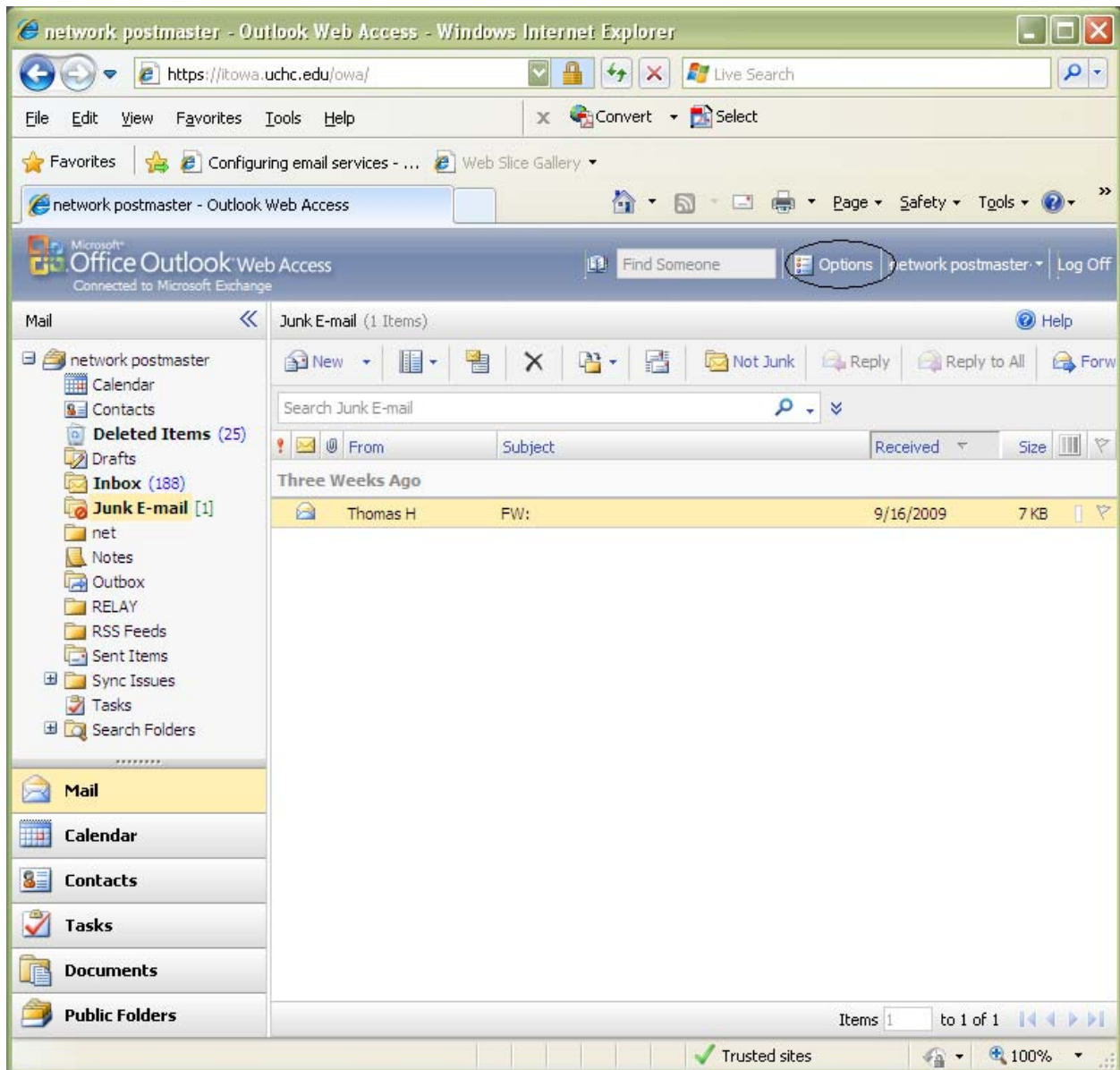


You can **Add an email address or a domain**. A specific e-mail address, such as user@domain.com or domain, such as @doman.com, or just domain.com.

To review your safe senders list with Outlook Web Access:

After logging onto outlook web access at <https://itowa.uchc.edu>

Click options:



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Click Junk Email on left pane:

The screenshot shows the Outlook Web Access interface in a Windows Internet Explorer browser. The browser's address bar displays the URL: <https://itowa.uchc.edu/owa/?ae=Options&opturl=Messaging>. The page title is "network postmaster - Outlook Web Access". The interface includes a navigation pane on the left with the following items: Options, Regional Settings, Messaging, Spelling, Calendar Options, Out of Office Assistant, Rules, E-Mail Security, Junk E-Mail (highlighted with a yellow circle), Change Password, and General Settings. Below the navigation pane are icons for Mail, Calendar, Contacts, Tasks, Documents, and Public Folders. The main content area is titled "Junk E-Mail" and contains the following settings:

- Do not filter junk e-mail (radio button, unselected)
- Automatically filter junk e-mail (radio button, selected)
- Manage Safe Senders List (link with up arrow icon)
- Text: "E-mail from e-mail addresses in your Safe Senders List will never be treated as junk e-mail. You can include e-mail addresses or entire domain names in this list."
- Safe Senders list table:

Safe Senders	Add	Edit	Remove
thomas_d_hecht@hotmail.com			
- Also trust e-mail from my Contacts (checkbox, checked)
- Manage Blocked Senders List (dropdown menu)
- Manage Safe Recipients List (dropdown menu)
- Treat all e-mail as junk unless it comes from someone in my Safe Senders or Safe Recipients lists, or from senders in my organization (checkbox, unselected)

The status bar at the bottom of the browser shows "Unknown Zone (Mixed)" and "100%".

After reviewing options, be sure to click the **Save** button to keep any changes.