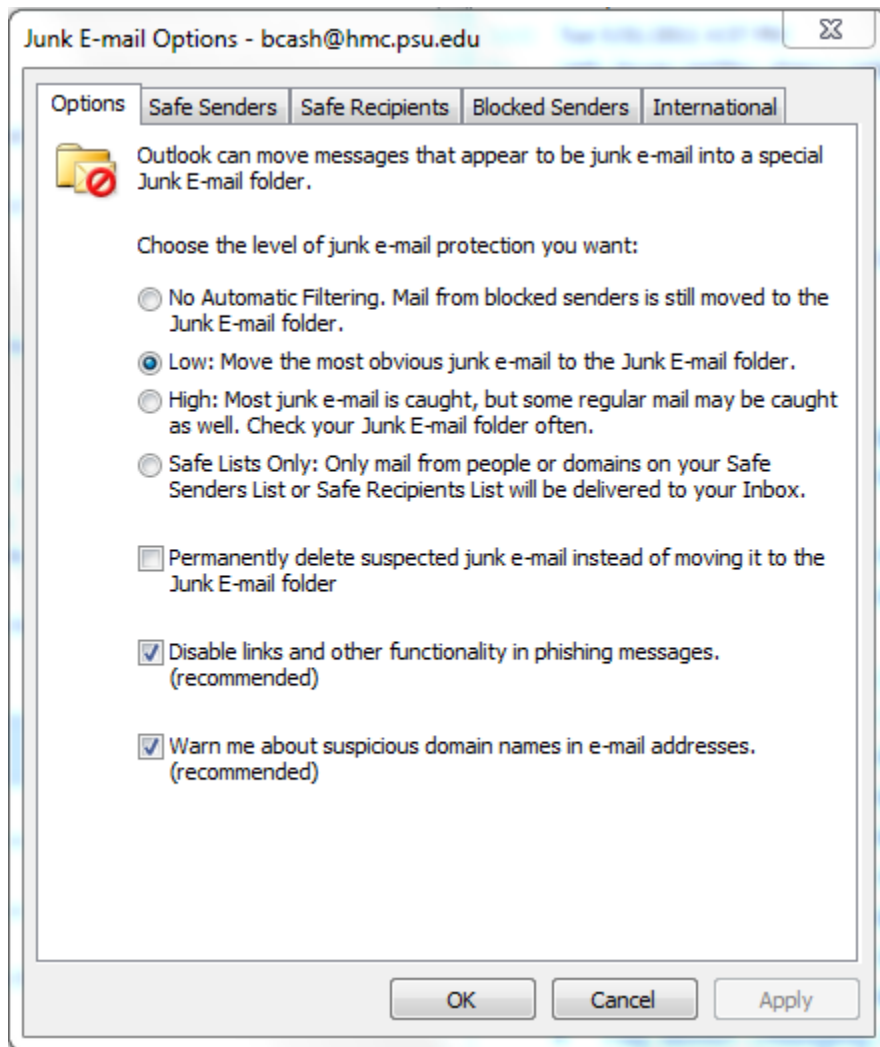


The Microsoft Outlook 2010 Junk E-mail Filter helps to reduce unwanted e-mail messages in your **Inbox**. Junk e-mail, also known as spam, is moved by the filter out of your Inbox and over to the **Junk E-mail** folder.

By default an Exchange rule is already set to remove unwanted email. Right-click on any message in your mailbox and click on "Junk" near the bottom of the list, then click on "Junk E-Mail Options" to see the following:



It is here that users can increase the level of protection they wish to set. **WARNING:** Setting to **HIGH** may cause some legitimate emails to be sent to your Junk Mail folder.

It is also possible to block all email from specific senders altogether or alternatively to never block a specific sender. To set this, right-click on the email that you want to block and click on "Junk" near the bottom of the list. Options are then available to set your choices for blocking.