Managing Junk Mail in Outlook 2013 and 2016

Manage Junk Email

1. In Outlook click on the Junk button in the Ribbon menu and select the Junk Email Options choice.

2. Select one of the tabs to manage a certain part of the Junk E-Mail filter.
   a. Options – General options such as the level of filtering you would like.
   b. Safe Senders – Email sent from addresses or domain names (i.e., Furman.edu) on your Safe Senders list will be delivered to your Inbox regardless of content.
   c. Safe Recipients – Typically used to allow email sent to a certain email address such as a distribution list or list serve to be delivered to the Inbox regardless of content.
   d. Blocked Senders – Email sent from addresses or domain names (i.e., Furman.edu) on your Blocked Senders list will always be treated as Junk E-Mail.
   e. International – Allows you to manage email sent internationally. You may want to not receive any messages in another language or not receive messages from a certain top-level domain such as .ca, .mx, etc.

3. The recommendations for your Junk E-Mail options are checked below.
a. Low setting – This will catch most of the obvious Spam with less of risk of catching legitimate email. You can change this to High if you would like to catch more Spam but make sure to check your Junk E-mail folder regularly.

b. Disable links and other functionality in phishing messages – This will disable links to prevent you from accessing unsafe web sites when Outlook determines an email is a phishing message.

c. Outlook will warn you when it detects domains which are suspicious for previous Spam or phishing messages.

4. Click on the Safe Senders tab in the Junk Email Options menu.

5. The Safe Recipients tab functions in the same way as the Safe Senders tab, but manages recipients of your emails and mailing lists.

6. The Block Senders tab also functions in the same way as the Safe Senders and Recipients tabs, and manages your list of blocked addresses and domains.

7. As for the International tab, some countries have their own top-level domain. Top-level domains are web address endings, like .com, .edu, .us, etc. If you would like to block a country’s top-level domain, click on the button for Blocked Top-level Domain List. Spam and phishing attempts sometime comes in foreign languages such as Cyrillic or Chinese. To block messages in foreign languages, click on the button for Blocked Encodings List.

8. Click OK when you have finished updating your Junk Email settings.