

OUTLOOK EXPRESS

BLOCK SENDER FROM DELETED ITEMS



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Click on the blue, underlined text to go to its linked reference.

You can “Block Sender” to stop any further emails coming from a person or a domain. (A domain is everything after the @ sign in an email address.) However, using Block Sender from your Inbox can be tiresome — particularly if you’ve got over 100 messages in that inbox.

A much better way is to Block Sender from the Deleted Items box. Since there should be fewer emails in that box, the process is much faster. Here’s how.

1. Switch to the Deleted Items Folder (Figure 1):

- ❶ Left-click on “Inbox.”
- ❷ Left-click on “Deleted Items.”

The “(102)” means there are 102 unread messages in the Inbox while the “(4)” means that there are 4 unread messages in my “Deleted Items” folder.

The 102 messages does not reflect all the read messages still in the Inbox.

Since I have the “Deleted Item” box emptied each time I exit OE, I can count on the number of messages in my “Deleted Items” box always being only the number of unread messages.

That’s the reason blocking senders from that box is so much quicker.

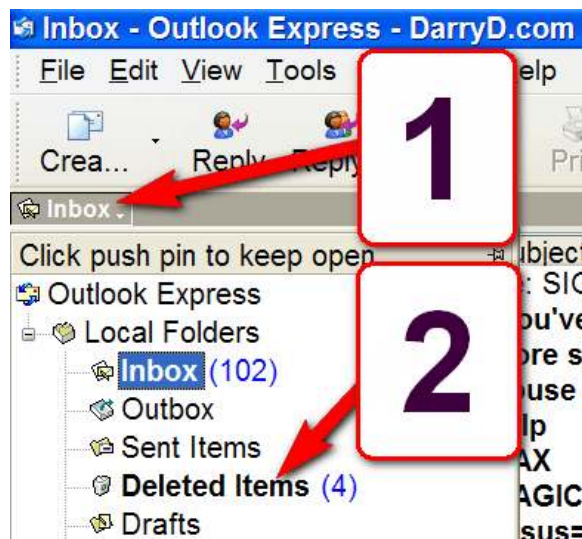


Figure 1

2. Block sender (Figure 2):

- ❶ Left-click on the message.
- ❷ Left-click on “Message” from the MenuBar.
- ❸ Left-click on “Block Sender” in the drop-down menu.

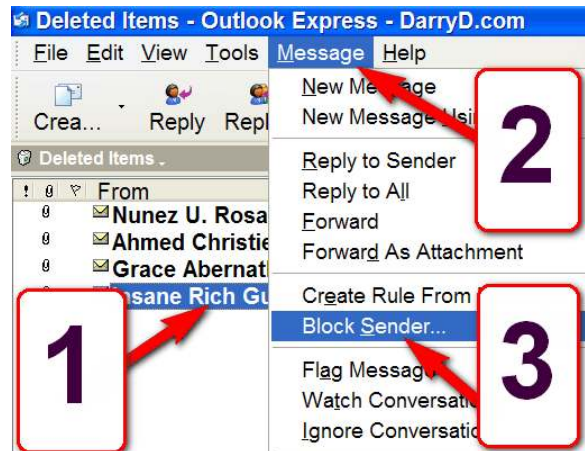


Figure 2



Figure 3

3. Left-click on the “Yes” button or just touch the *Enter* key, on the keyboard.

4. Left-click on “OK” button or just touch the *Enter* key, on the keyboard.

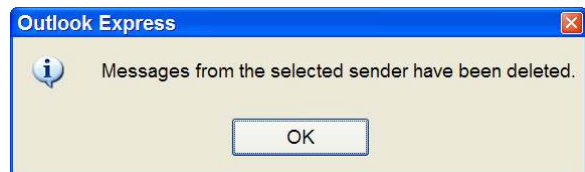


Figure 4

5. Repeat for all the senders in the folder.