

Windows Mail

JUNK MAIL

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



Both Outlook Express (used in Windows 95-XP) and Windows Mail (Windows Vista) deal with junk mail identically.

Junk mail is mail determined by either Windows or an additional security program (such as McAfee, Norton, AVG or ZoneAlarm) to be a *possible* threat to you. Unfortunately, sometimes emails you want to receive end up here.

This is how to check that folder and deal with its contents.

Although the graphics in this lesson are from Windows Mail, Outlook Express operates exactly the same way.

1. After you open Outlook Express or Windows Mail, left-click on 'Inbox' icon which is just above your first inbox email (**Figure 1**).

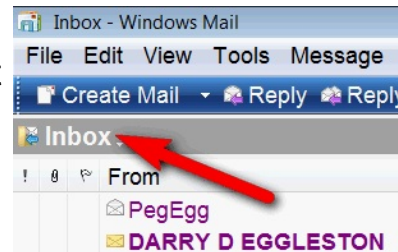



Figure 1

2. Many additional boxes will show, but you'll left-click on 'Junk E-mail' (**Figure 2**).

 My example shows an additional box added by McAfee Anti-Spam. If you are using a different security program, it will have a similar box for placing suspected threatening emails.

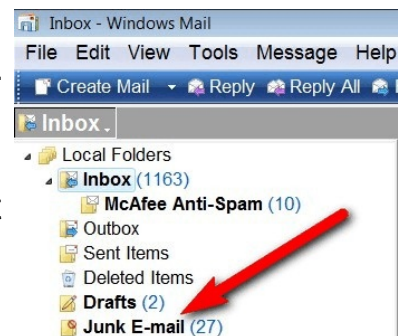


Figure 2

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3. You will be given six options:

❶ 'Add Sender to Safe Senders List'. Use this one if you wish to receive email from a specific sender.

❷ 'Add Sender's Domain to Safe Senders List'. This is used if you want to approve the domain — the characters to the right of the @ in an email address.

❸ 'Add Sender to Blocked Senders List'. Use this if you want to block this sender, but want to receive emails from other senders at that domain. For example, if you wish to block someone from 'aol.com', you would use this choice because there is a good chance you'll want to receive emails from others using that domain.

❹ 'Add Sender's Domain to Blocked Senders List'. Use this if you don't want to receive emails from anyone at that domain. For example, I have used this one to mark 'Twobitdog.com' because I don't want to receive emails from that organization. ALL emails with that domain go to my 'Junk Email' folder automatically.

❺ 'Mark as Not Junk'. I don't recommend using this choice simply because you have not told the program what to do with any other emails from this individual or domain.

❻ 'Unblock'. This will move the email back to your Inbox but, again, you have not told Windows Mail or Outlook Express what to do with future emails from this individual or domain.



Figure 3

4. Now suppose an email is in the 'Junk E-mail' box but you want to receive mail from this person. Here's what to do (Figure 4):

❶ RIGHT-click on the sender's name.

❷ Left-click on 'Junk E-mail' option.

❸ Left-click on 'Add Sender to Safe Senders List'.

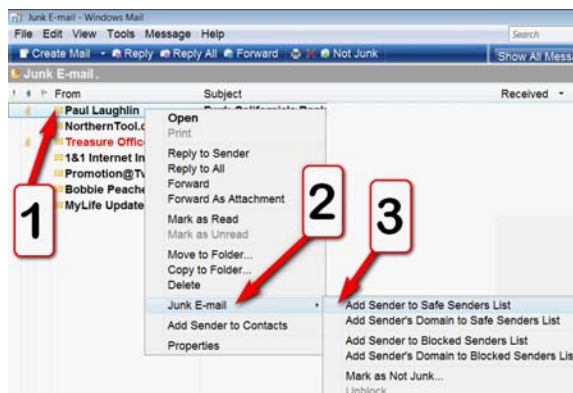


Figure 4

5. The Sender is marked as a 'Safe Sender', but his email is still in the 'Junk E-mail' folder, so you must move it (**Figure 5**):

- ① Left-click on his name.
- ② Left-click on 'Move to Folder...'

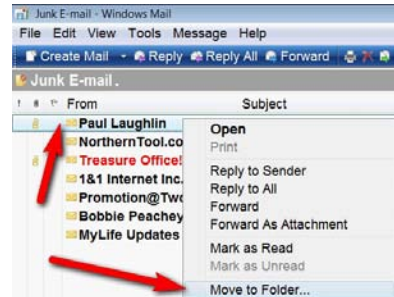


Figure 5

6. In the popup window, Left-click on the '+' to the left of 'Local Folders' (**Figure 6**).

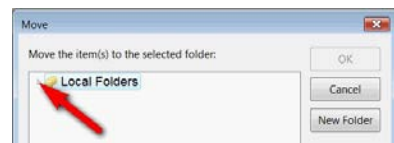


Figure 6

7. In the 'Move' window (**Figure 7**):

- ① Left-click on the 'Inbox'.
- ② Left-click on 'OK' button.



Figure 7

8. When you are finished clearing your 'Junk E-mail' folder — either by deleting emails, or identifying senders and domains as safe or unsafe — left-click on 'Junk E-mail' button (**Figure 8**).

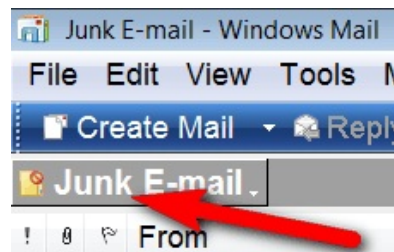


Figure 8

9. Left-click on 'Inbox' (**Figure 9**) and you'll be back in your inbox where you're used to being.

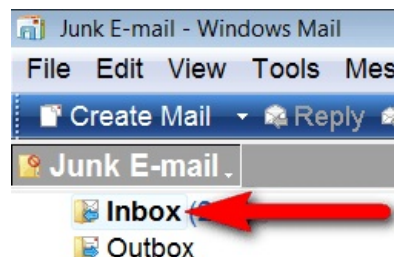


Figure 9