

Outlook\Exchange Junk Email folder

Terminology:

What is Junk Email/Spam?

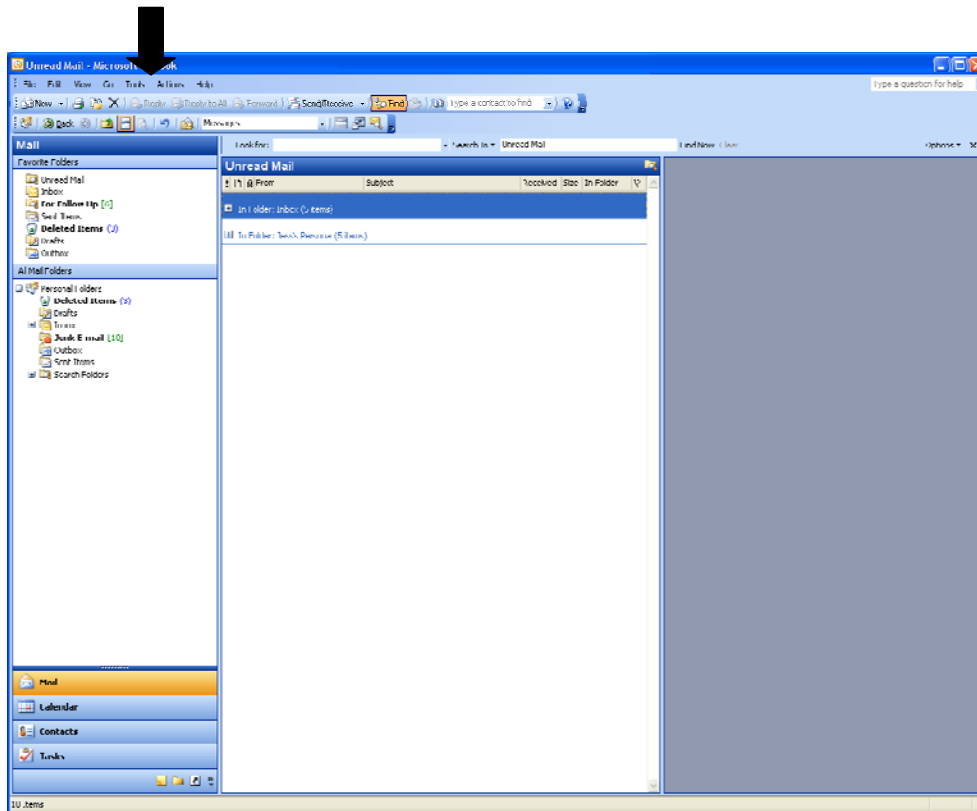
“To indiscriminately send unsolicited, unwanted, irrelevant, or inappropriate messages, especially commercial advertising in mass quantities.”

Good ways to avoid Junk Mail/Spam are:

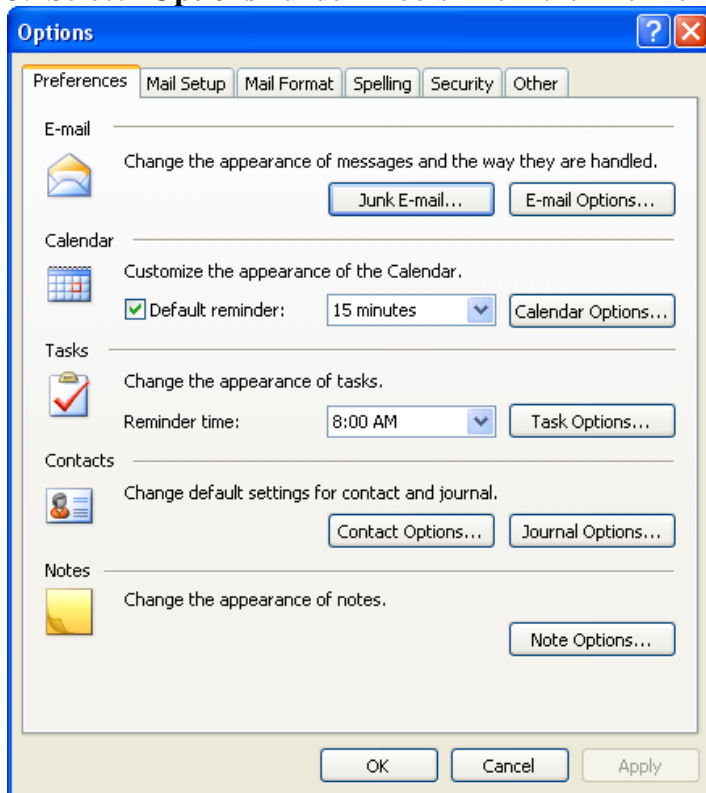
- ✓ Only give your email address to trusted friends.
 - Do not reveal your Email ID to unknown person
 - Don't publish your email address more widely than necessary. You can use a comments form on your web pages.
- ✓ Don't open email messages that are from people you don't know if you don't know why the email was sent to you.
- ✓ If you do open a Junk Mail/Spam message, don't reply to it, and don't click on any links in it.
 - If by mistake, you open the spam message, do not respond to it.
- ✓ Don't ever buy anything from a spammer, the only reason spam exists is that it gets people to spread there network
- ✓ Most spam email comes with an invitation to 'remove' yourself from the list. Don't believe it! These almost always bounce, and apparently might also be used to harvest new addresses.
- ✓ Use Junk Mail/Spam filters in Outlook 2003 by adjusting the filter levels

Junk Email Folder Settings

1. Open Microsoft Outlook
2. On the File Menu Tool Bar Select “**Tools**” (refer to arrow in picture below)

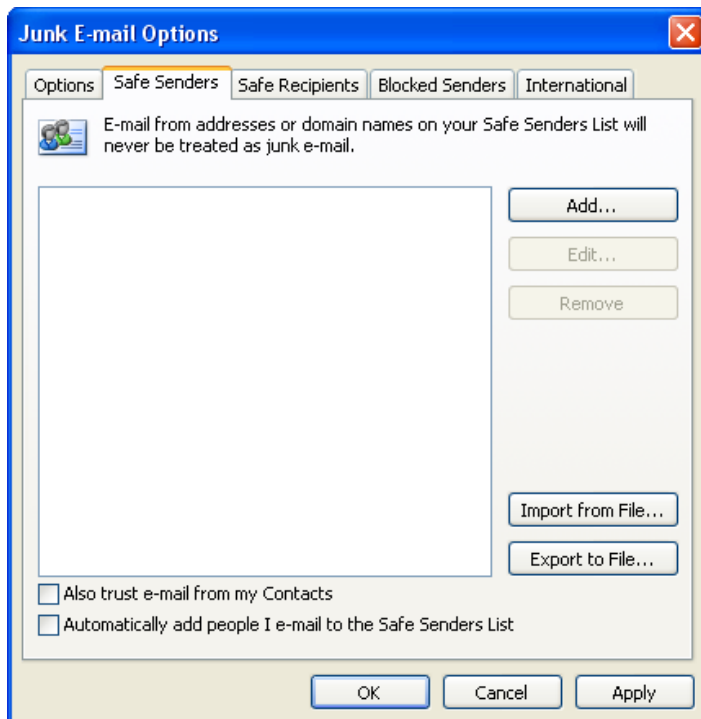
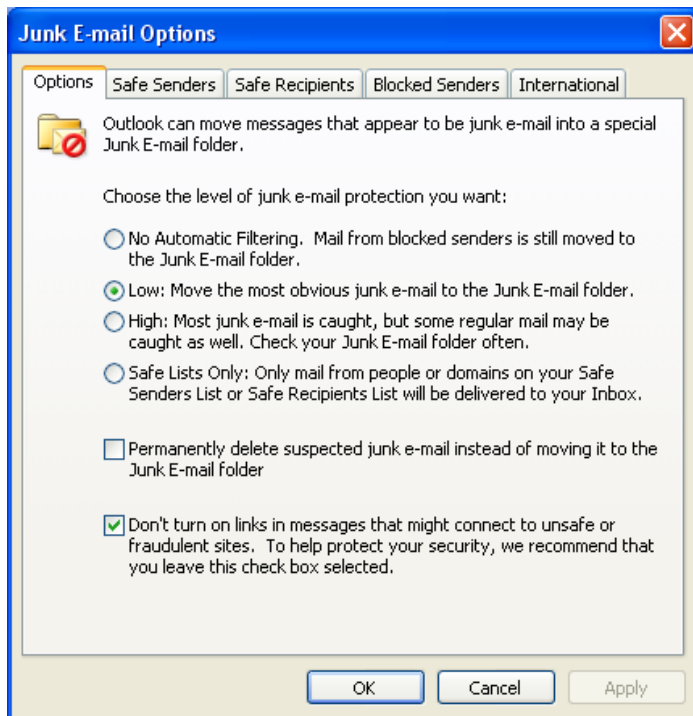


3. Select **“Options”** under **“Tools”** from the File Menu Bar



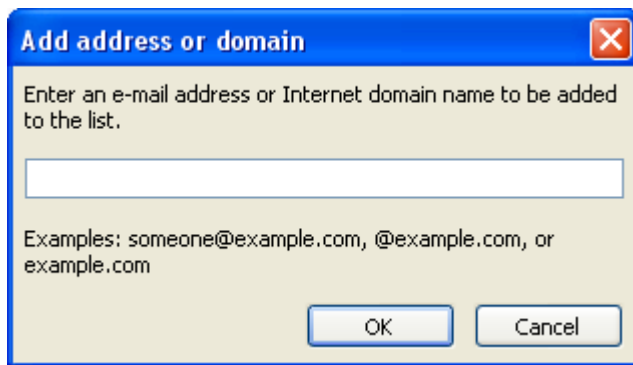
4. On the Options dialog boxes; under the **“Preferences”** tab, click on **“Junk E-mail”** button (located under E-mail: Change the appearance of messages and the way they are handled).

5. The Junk E-mail Options dialog box will appear (as shown below). Click on the “Safe Senders” tab.

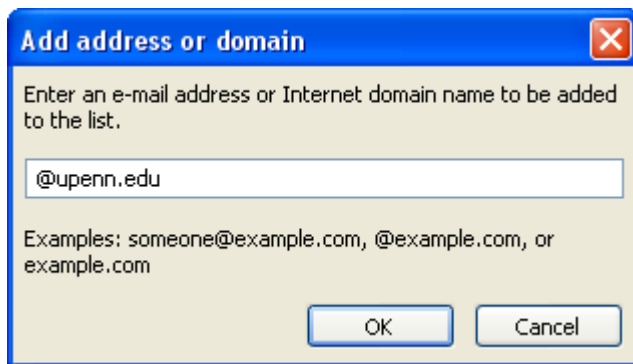


**Pictured above is what your safe senders tab will most likely appear as initially*

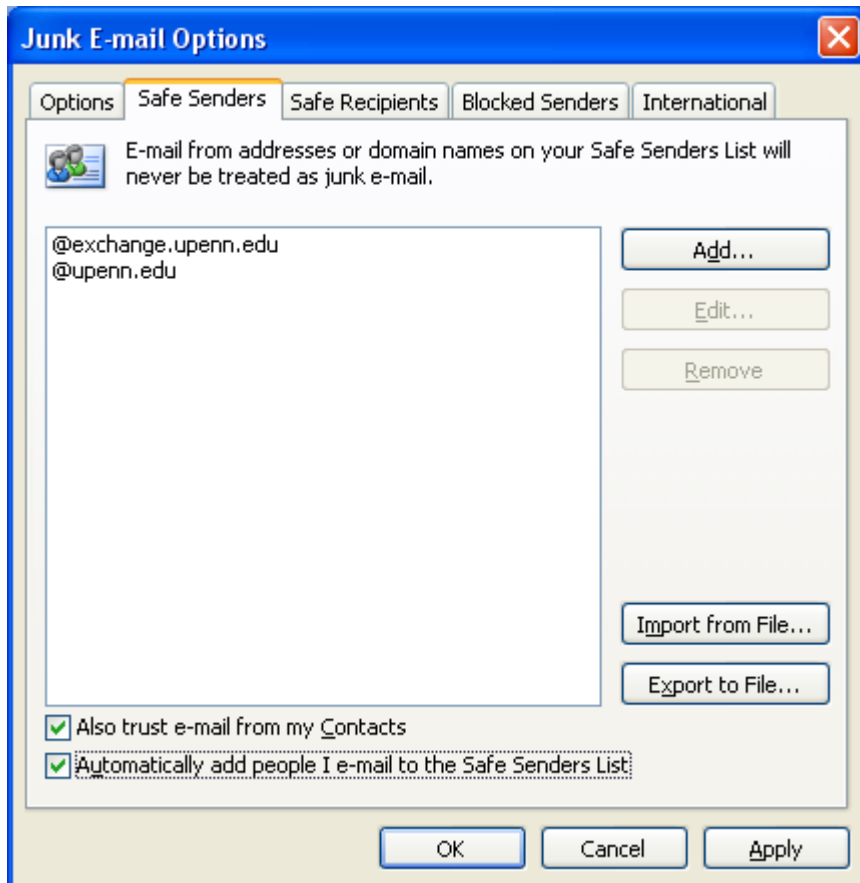
6. Under the Safe Senders tab click on the “Add...” button. An “Add address or domain” dialog box will appear. (As shown below).



7. On the Add address or domain dialog box type in: **@upenn.edu** then click OK. (As shown below).



8. Repeat step 6 by clicking on Add. Then on the Add address or domain dialog box type in: **@upenn.edu** then click OK. (As shown above).



**Pictured above is what should be the minimum number of domains on your Safe Senders screen*

9. Select (by clicking in the boxes) in front of “Also trust e-mail from my Contacts” and “Automatically add people I e-mail to the Safe Senders List”. (As shown above).

10. Click on Apply, then OK, then OK once again.

For more information, please see Microsoft’s Outlook 2003 Tutorial webcast on “How you can help you spend less time managing less junk e-mail:

<http://office.microsoft.com/training/training.aspx?AssetID=RC011155411033>