

## Group Wise – Junk Email Handling

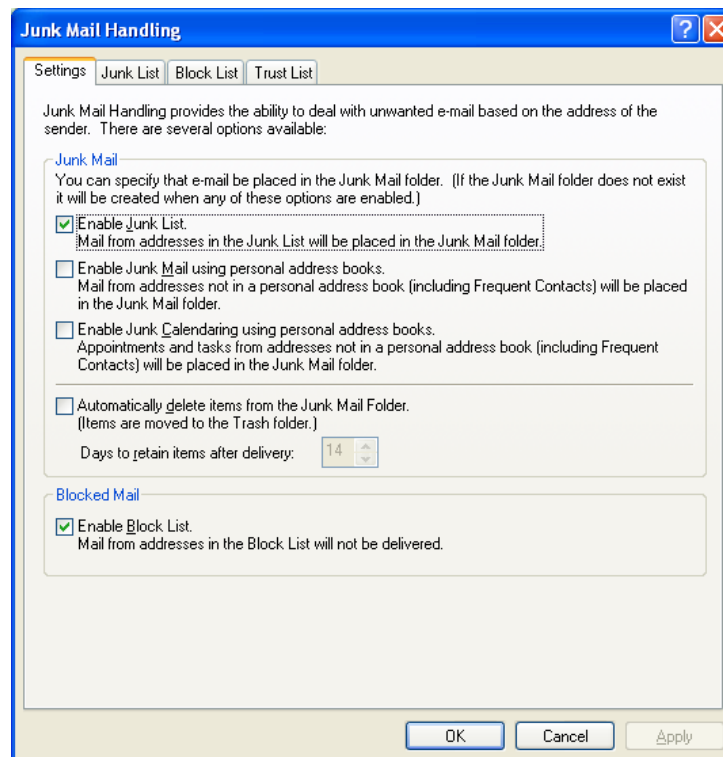
Did you know that YOU, yes YOU have the capability of handling your own junk email?! And the best part of it all, it's simple.

Follow these steps below to find out how:

You have two options for blocking or junking Internet e-mail:

1. You can add individual e-mail addresses or entire Internet domains to a Junk List. Items from these addresses or Internet domains are delivered to the Junk Mail folder in your Mailbox. You can specify that the items in this folder be automatically deleted after <n> days. (Suggested number of days (1-3))
2. You can add individual e-mail addresses or entire Internet domains to a Block List. Items from these addresses or Internet domains are blocked and never arrive in your Mailbox.
  - An Internet domain is the part of the e-mail address that comes after the @.
  - For example, in the address mica@mymail.com, the Internet domain is "mymail.com".

**Go to Tools > Junk Mail Handling:**



1. Make sure "Enable Junk List" is check marked
2. Make sure "Automatically delete items" is checked and you specify the number of days (recommended 1-3, no more)
3. Make sure "Enable Block List" is checked
4. Select "Apply"
5. Select OK

**When you get an email from a sender you wish to no longer receive emails from, simply follow the instructions below to add them the "Junk Email Folder"**

1. Drag their name (email) to the "Junk Email Folder" and the following window will pop-up where you will choose to in most cases "junk email this address"

