ADD A SENDER TO YOUR JUNK MAIL LIST IN OUTLOOK 2/4/2013

Block a sender directly from your Inbox:

1. In your Inbox right click on the message you wish to move to your Junk E-mail folder and select "Junk":



2. Select "Block Sender":



3. You will get a pop-up message, select "OK":



4. You can view the message in your "Junk E-mail" Folder:

▲ Favorites <
📮 Unread Mail
🗟 Deleted Items
a @gcccd.edu
🖻 🔂 Inbox
👰 Drafts
🔁 Sent Items
🔄 Deleted Items
🧓 Junk E-mail
🔁 Outbox
🔁 Quarantine
SS Feeds
Search Folders
Ail Mail

Any emails from this sender will now automatically be moved to your Junk folder