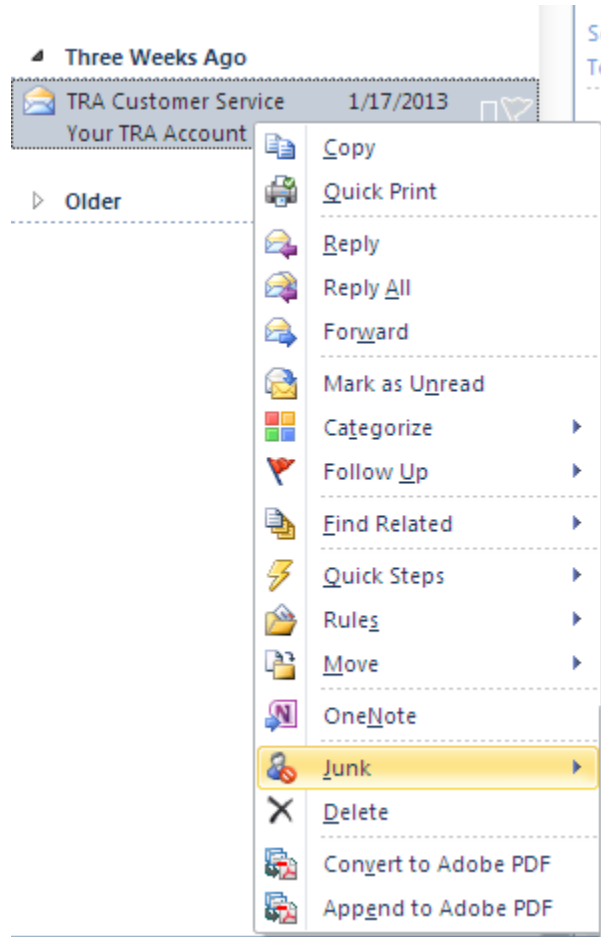


ADD A SENDER TO YOUR JUNK MAIL LIST IN OUTLOOK

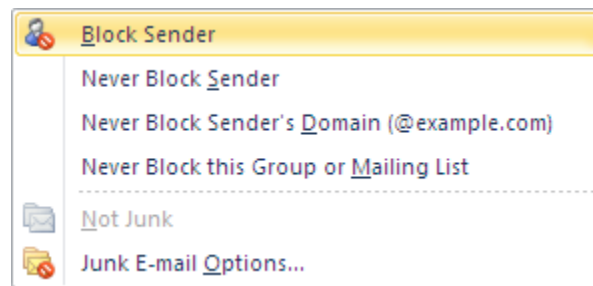
2/4/2013

Block a sender directly from your Inbox:

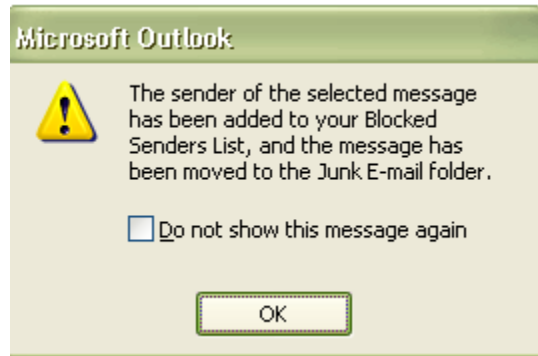
1. In your Inbox right click on the message you wish to move to your Junk E-mail folder and select “Junk”:



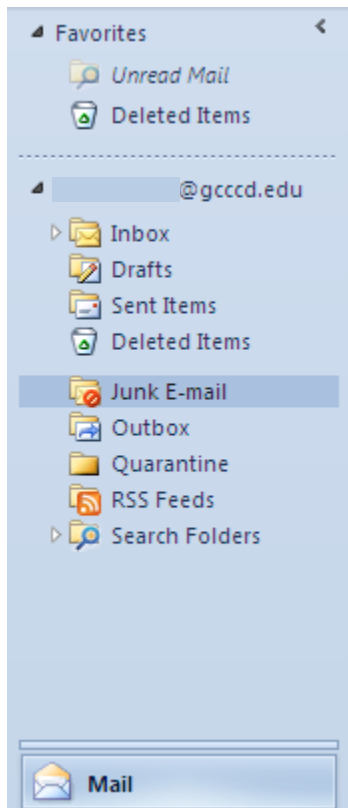
2. Select “Block Sender”:



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



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



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