

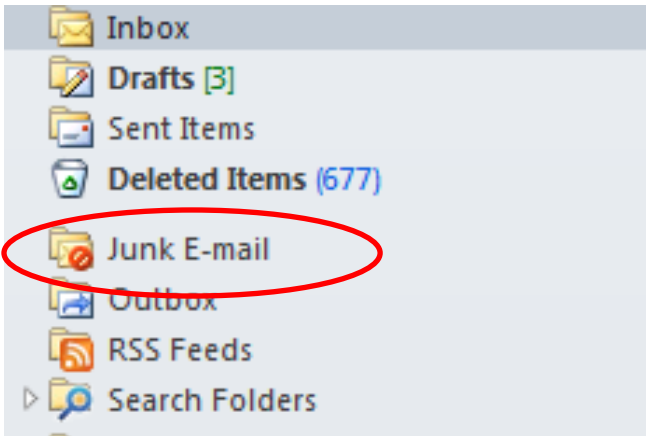
How to Manage Junk mail in your inbox

Mercy College



How to check your Junk Mail

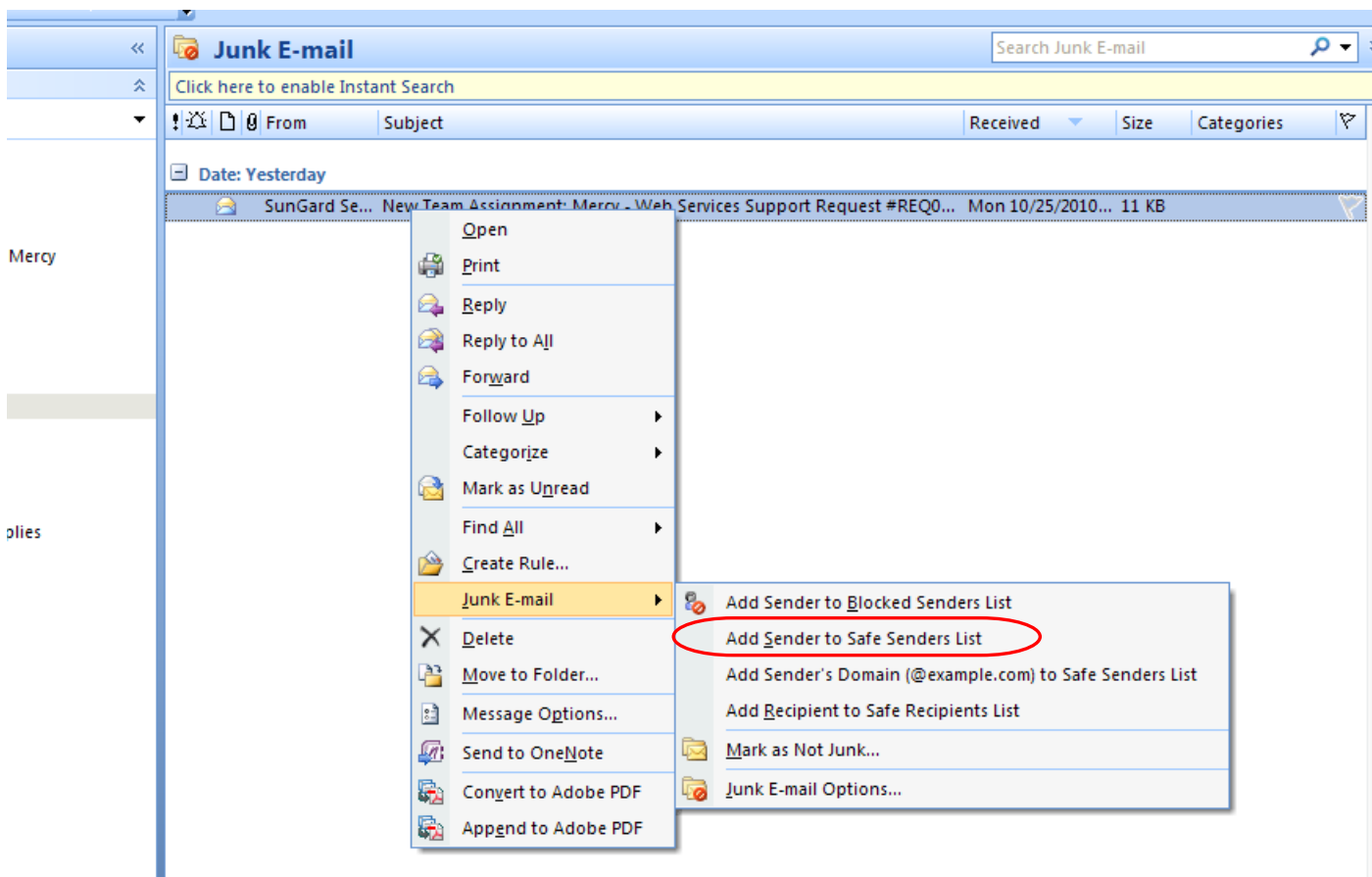
Click on the Folder “Junk Mail” to check your junk mail or email suspected as SPAM email.



NOTE: Email in the “Junk Mail” folder will be retained for 14 days.

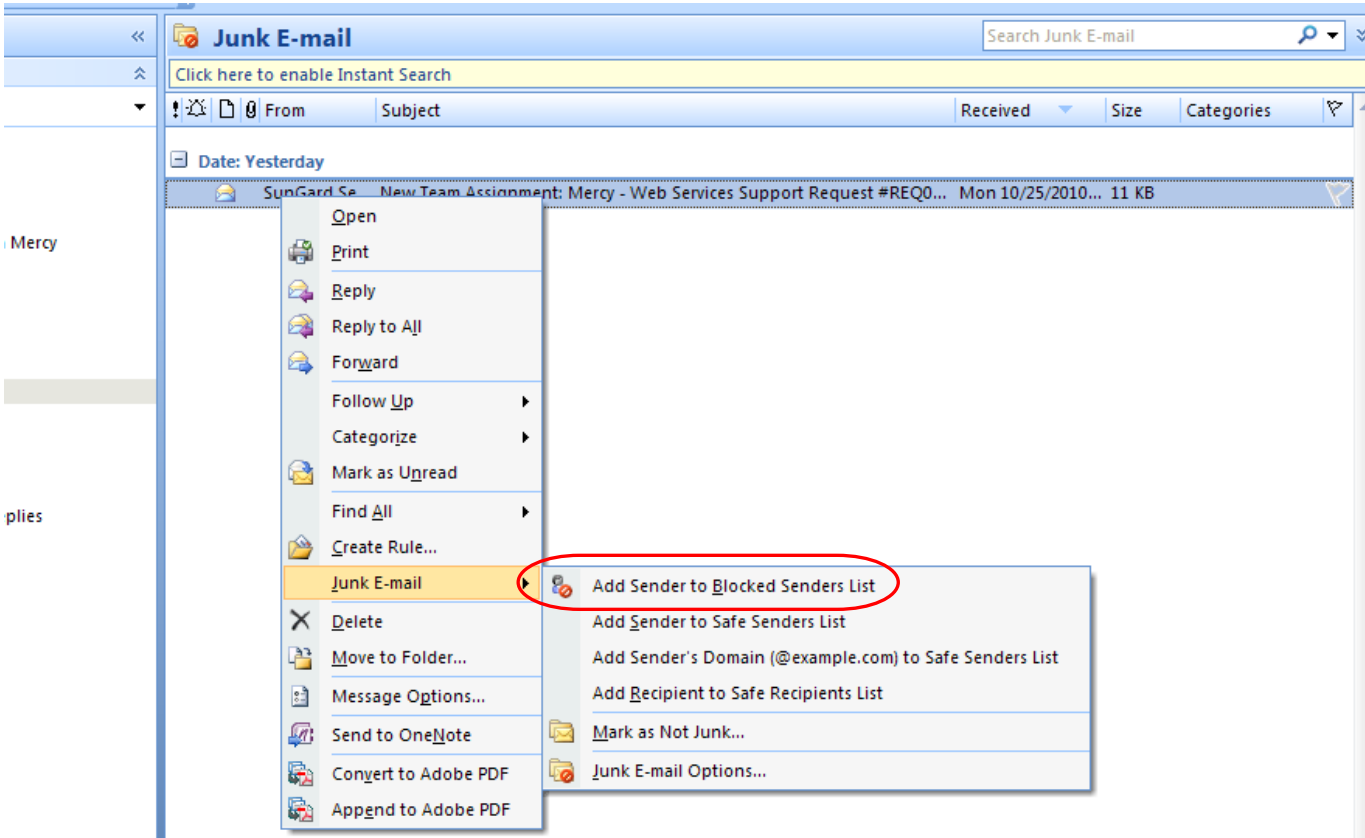
How to release emails from the Junk Mail Folder

To release an email that is in the Junk Email that you want to see in your Inbox, again, right click on the email and Choose Junk Email > choose “Add Sender to Safe Senders List” or “Add Sender’s Domain to Safe Senders List”



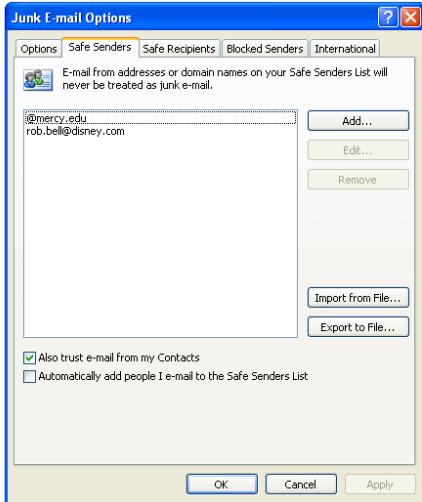
How to block emails from the Junk Mail Folder

To add a sender that you no longer want to receive in your inbox right click on the email and choose Junk Mail then choose “Add Sender to Blocked Senders List”

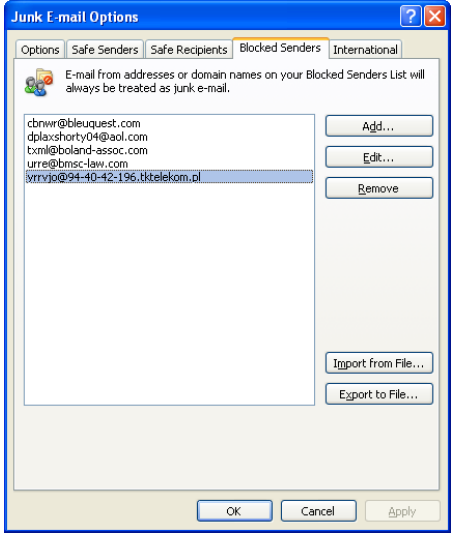


How to manually add senders to “safer sender list” or “block sender list”

To manually add a sender to the “safe sender list” or to manually add a sender to the “block sender” list > Right click on email > Click on Junk Email Options



To *manually* add email to the Safe Senders list, click on the Safe Senders tab and add the email address of the Safe Sender so that the recipient will never be treated as Junk Email.



To *manually* add an email address to the Block Senders list > Right click on the email > Choose Junk Email > Choose Junk Mail Options > and click on the Blocked Senders tab to add an email address to the Block senders list, this means that these emails will always be treated as Junk Email and always send to your Junk Mail.