

## Managing Junk Email in Office 365

The Junk Email Filter is to keep junk email messages, also known as spam, from cluttering your Inbox. By default, the Junk Email Filter is turned on, and the protection level is set to Low, the setting designed to catch the most obvious spam. Messages detected by the Junk Email Filter move to the Junk E-mail folder.

### How to Manage Junk Email

Log on to Office 365 with your email address and network password from one of the following locations:

SJCC Employees go to: <http://www.outlook.com/sjcc.edu>

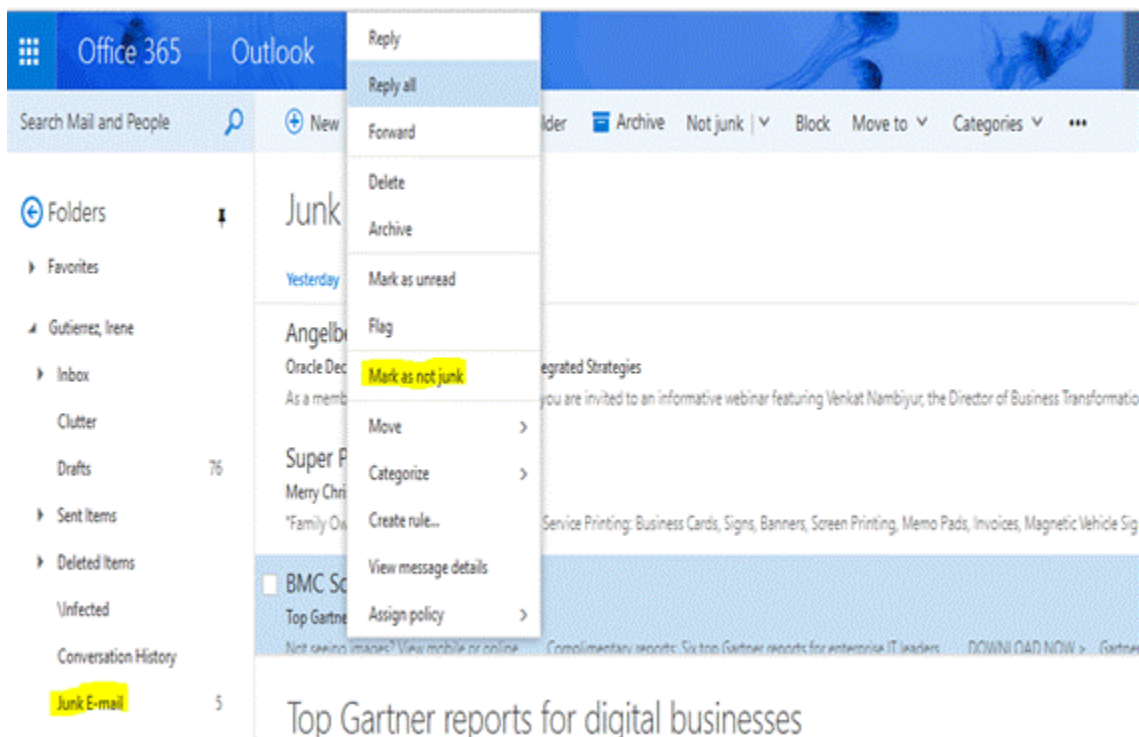
EVC Employees go to: <http://www.outlook.com/evc.edu>

SJECCD & Workforce Institute Employees go to:

<http://www.outlook.com/sjeccd.edu>

To mark a message as not junk, do the following:

In **Mail** on the left, expand the folders, click the **Junk E-mail** folder. (You may need to click “More” to see your inbox.)



In the message list, right-click any message that you want to mark as not junk. Click **Mark as not junk** to move this item from your **Junk Email** folder back to your Inbox. Any future messages are not blocked as Junk.