Mark an Email Message as Not Junk in Outlook 2016

It is a good idea to review messages in the Junk Email folder to check for messages that were incorrectly classified as junk. If you find a message that is not junk, drag it back to the Inbox or any folder. You can also mark the item as not junk by doing the following:

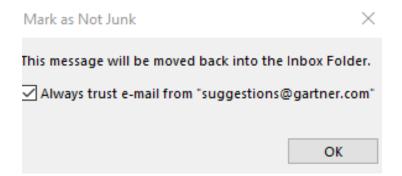
- 1. Launch Outlook and go to your Inbox. In **Mail**, click the **Junk E-mail** folder in the Navigation Pane on the left.
- 2. In the message list, click any message that you want to mark as not junk.



3. On the Home tab, click Junk, and then click Not Junk.



4. In the Mark as Not Junk dialog box:



if you want to always trust the email sent from this address, please **check** the Always trust email from "xxx@xxx.com" box;

And if you check the box under Always trust e-mail sent to the following addresses, all emails which send to this email account are treated as normal;

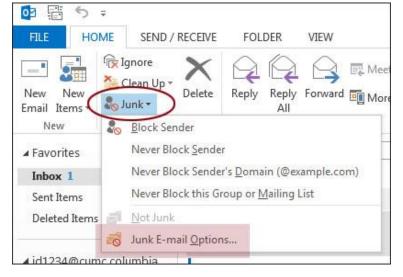
Click **OK** to exit this dialog box.

Then the junk email is marked as not junk and moved to its original folder automatically.

Keyboard shortcut To mark a message as not junk, select the message, and then press CTRL+ALT+J.

How to Automatically Filter Junk Using Outlook 2016

1. Open **Outlook 2016**, right-click a message, hover over Junk E-mail, and click **Junk E-mail Options**.



2. To configure global filtering, select **Junk E-Mail Options**... from the bottom of the Junk drop down menu. Make sure the Options tab is selected in the window that appears. If you are finding that too many messages are filtered as junk, select the top option of **No Automatic Filtering**.

Options	Safe Senders Safe Recipients Blocked Senders International
-0	Outlook can move messages that appear to be junk e-mail into a special Junk E-mail folder.
	Choose the level of junk e-mail protection you want:
	No Automatic Filtering. Mail from blocked senders is still moved to the Junk E-mail folder.
	Source Move the most obvious junk e-mail to the Junk E-mail folder.
	High: Most junk e-mail is caught, but some regular mail may be caught as well. Check your Junk E-mail folder often.
	Safe Lists Only: Only mail from people or domains on your Safe Senders List or Safe Recipients List will be delivered to your Inbox.
	Permanently delete suspected junk e-mail instead of moving it t the Junk E-mail folder
	Disable links and other functionality in phishing messages. (recommended)
	Warn me about suspicious domain names in e-mail addresses. (recommended)

3. The **Safe Senders**, **Safe Recipients** and **Blocked Senders** tabs at the top of the Junk E-Mail Options window allow you to view and manage any addresses that have been added to these lists for filtering.

If you find that you are receiving a lot of junk mail in your Inbox, you may want to select Low or High in the **Junk E-mail Options** window instead - however you will have to check your Junk E-Mail folder regularly to make sure messages you do want are received. When done making any changes, select the **Apply** button in the lower right to save them, then click **OK** to return to Outlook.