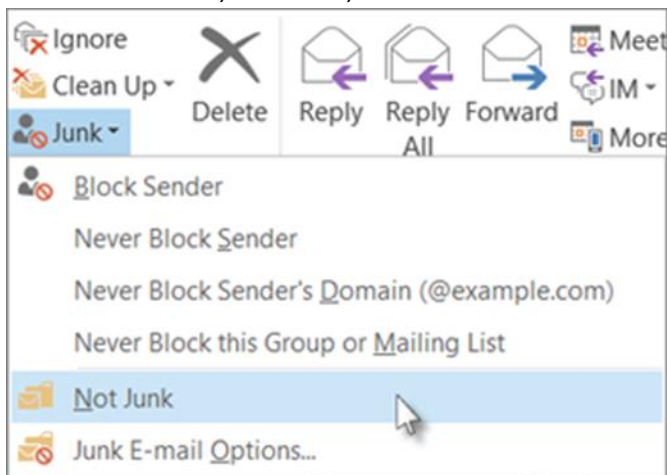# Mark an Email Message as Not Junk in Outlook 2016

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:
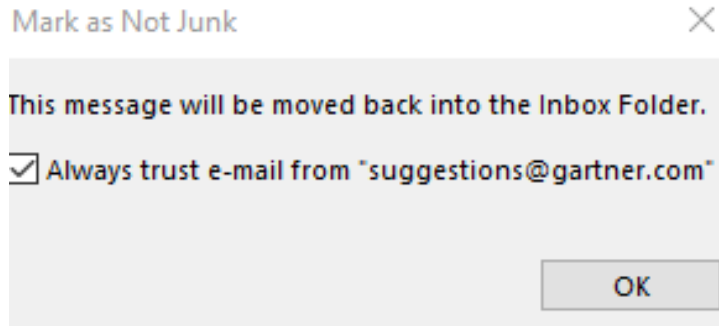
1. Launch Outlook and go to your Inbox. In **Mail**, click the **Junk E-mail** folder in the Navigation Pane on the left.

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:

Mark as Not Junk   ✕

This message will be moved back into the Inbox Folder.

☑ Always trust e-mail from "suggestions@gartner.com"

OK

if you want to always trust the email sent from this address, please **check** the Always trust e-mail 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;
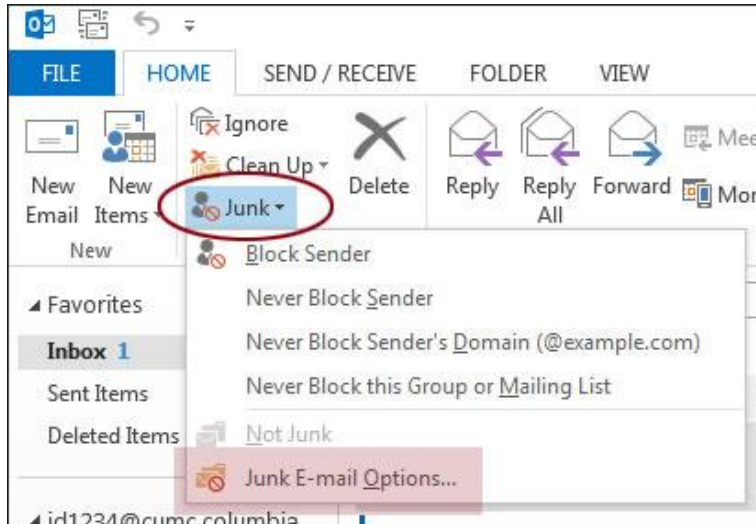
Click **OK** to exit this dialog box.

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**.

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.