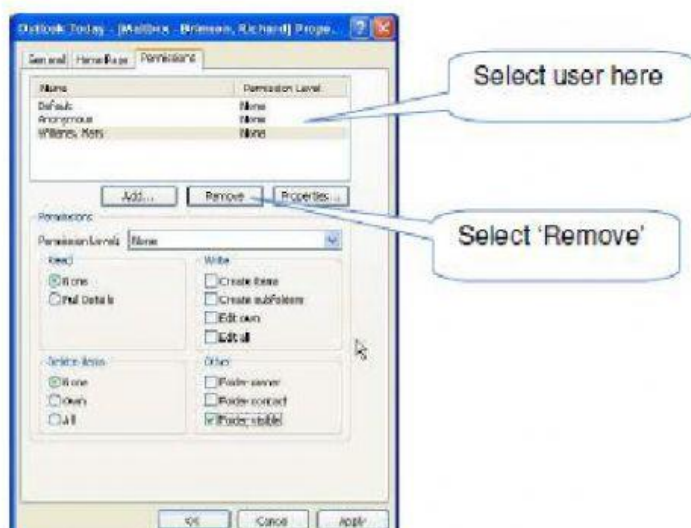


## Lesson 7 Removing Users Junk Email, Safe Senders List

To remove a user's access that you have previously given, go back into each folder or object's **PROPERTIES** dialog box, click on the **PERMISSIONS** tab and then use the **REMOVE** button to remove the user's access. If removing from the **Inbox**, *remember that each subfolder tab user had access to must also have it permission removed. E.g.*

A user has been given access to a subfolder called Correspondence under the Inbox:

1. Right mouse click on the **Correspondence** subfolder.
2. Select **PROPERTIES** from the Shortcut menu.
3. Click on the **PERMISSION** tab.
4. *Highlight the User's name*

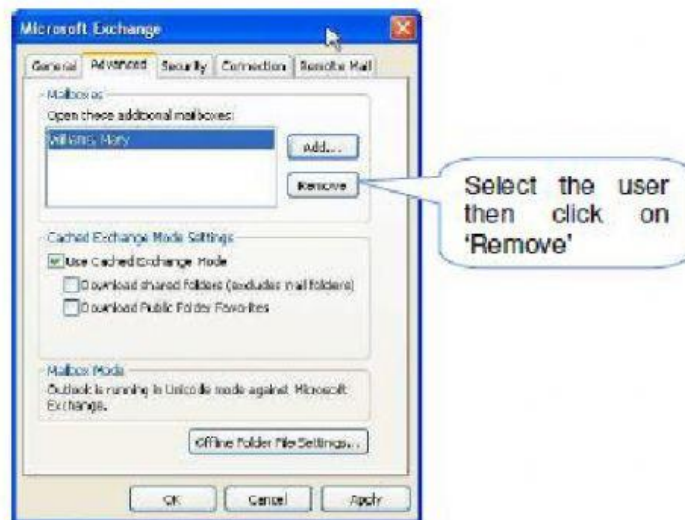


5. Click on the **REMOVE** button.
6. Click on **OK** to finalise the steps.
7. Remove the user's access from the Inbox by right mouse clicking on the Inbox folder and repeating steps 2-6 above:
8. Remove the user's access from **OUTLOOK TODAY** by right mouse clicking on **OUTLOOK TODAY**. In the mailbox, selecting **PROPERTIES FOR OUTLOOK TODAY** from the shortcut menu the following *steps 3 – 6 above*.

### Removing someone's folder from your mailbox

If your access to someone else's folder is removed, you will have to follow these steps to remove the instructions that were setup to allow you to see their folder:

1. Right mouse click on **OUTLOOK TODAY**.
2. Select **PROPERTIES FOR OUTLOOK TODAY** from the shortcut menu.
3. On the **GENERAL** tab, select the **ADVANCE** button.
4. In the **MICROSOFT EXCHANGE SERVER** dialog box, select the **ADVANCED** tab.



5. Select the user's name from the **Mailboxes** text box, then click on the Remove button.
6. Confirm that want to remove the user (click on the **YES** button)



7. Click on OK twice to finalise the procedure.

## JUNK MAIL

### What is Junk Mail?

Junk email is unwanted marketing material, advertisements, sales pitches, and product descriptions; junk emails often advertise questionable products and/or services and use nonsensical filler to try to get past firewalls and virus checking software.

Most junk email is screened before it is delivered to your mailbox. Some messages which are not Junk are delivered to your junk mail folder from time to time. This happens with Scanned documents.

## Scanned documents in" Junk"

If you scan a document and send it to yourself it will often deliver directly to the Junk folder. Always check your junk email folders when you should have received a message and it has not arrived.

You cannot open an attachment from these messages you should move this message back to the Inbox by clicking and dragging it.

## Safe Senders List

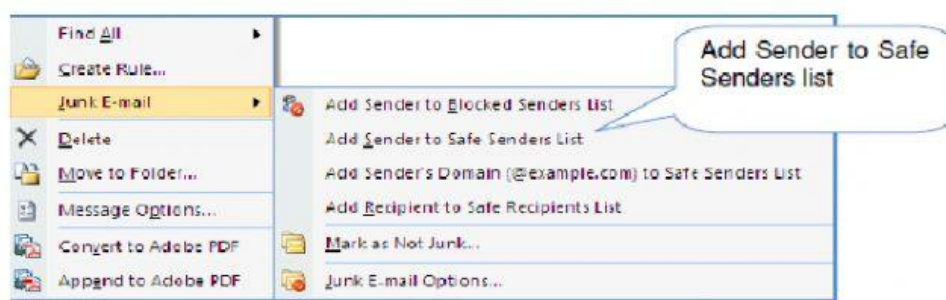
If you have a problem with messages from certain senders going to the Junk Email folder then you can add them to the *Safe Senders* List. Any message from that sender in the future will automatically go directly to the Inbox without being filtered out. To add a user to the *Safe Senders* List follow these steps:

Right click on the message when it is showing in the folder

Select 'Junk E-mail'



From the resulting menu select *Add Sender to Safe Senders List*.



This will ensure that any future messages from that sender will go to the **Inbox**.

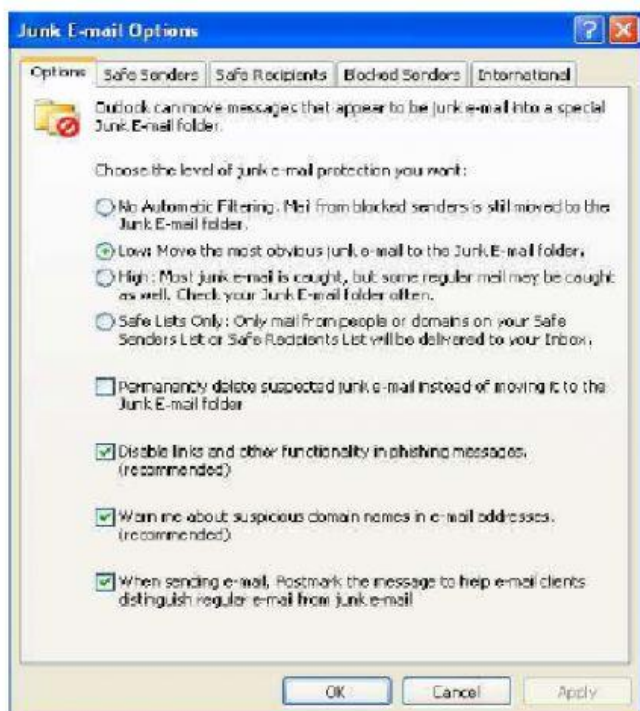
## Blocked Senders List.

You will also see that from this menu you can add people to a **Blocked Senders List**, by following the same steps and selecting, Add **Sender** to **Blocked Senders** List from the options available on this window:

## Other Options for Junk Mail

Other options include:

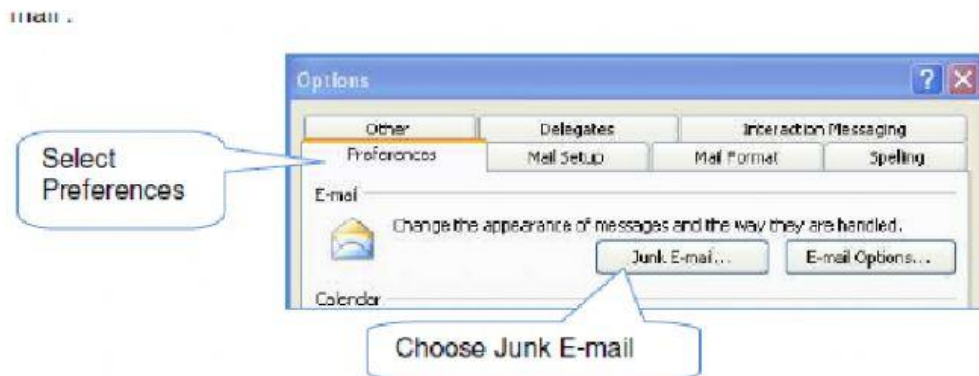
- Add senders domain to Safe Senders List - what this means is that by adding the domain any future emails coming from anyone within that domain will automatically go to your Inbox, eg [abc@gov.com](mailto:abc@gov.com)
- Add recipient to safe recipients List – If you are a member of a *Listserve* and a message is sent to the *listserve* the message sent to the *Listserve* will not be treated as **Junk** email and will be delivered to your email account. If you have received a message at any time from a listserve and it has been delivered to your **Junk** folder you should right click on the message and add the *listserve* as a **Safe Recipient**. A *Listserve* is like a distribution list.
- Mark as **Not Junk** – sometimes messages come repeatedly and go into your *Junk Email* folder. If you right click on it and mark it as Not Junk you will get a popup appearing informing you that the message is being moved back to your **Inbox**.
- **Junk E-mail** options – when you select this option a window will open with lots of options for you to select to deal with your Junk email. It looks like this:



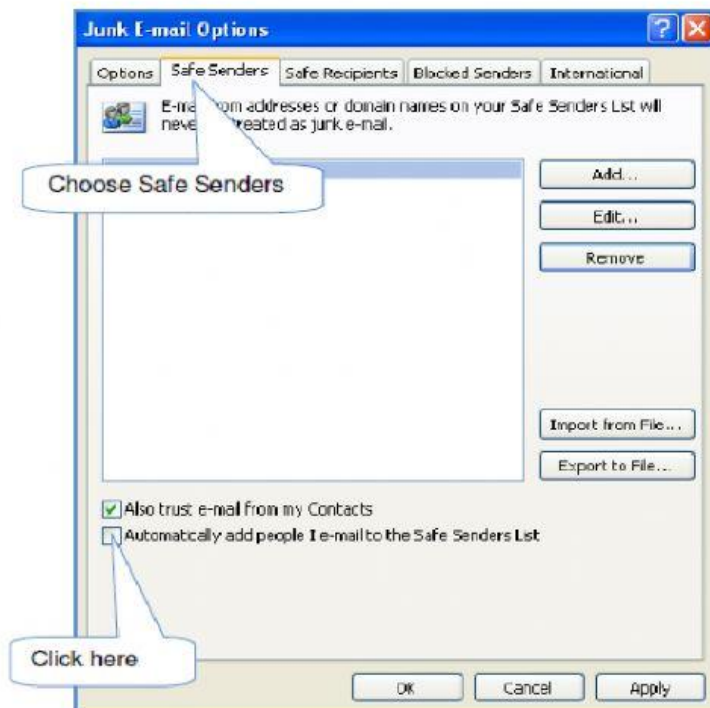
## More about Safe Senders

**Email addresses** that are listed in your Contact folder are considered safe by the *Junk Email* filter if the **Also trust e-mail from my Contacts**, check box is selected (the default setting). However you might also sometimes send e-mail to recipients who are not listed in your **Contacts**. Such recipient addresses are not considered safe by default. If you want these addresses to be considered safe, do the following:

Right click on your message or **select Tools, Options, Preferences, Junk E-mail**



From the *Junk E-mail Options* window select the **Safe Senders** tab and then select **Also trust e-mail from my Contact**. Then click on **OK**.



## **Questions**

**1. What is Junk E-mail? Explain how you can recognise these e-mails?**

**2.What are the four options for Junk E-mail and explain each option?**

**2. What is a Safe Senders List?**