

Manage Junk Mail in Microsoft Outlook XP

Windows XP

Delete junk email before it enters your Inbox

1. Click “Tools” on the menu bar and select “Organize”.
2. Click “Junk E-Mail”
3. Make selections to “Automatically **move** Junk messages to **Deleted Items**”.
4. Click the “Turn On” button.
5. Make selections to “Automatically **move** Adult Content messages to **Deleted Items**”.
6. Click the “Turn On” button.
7. Now select one or more undesirable email(s).
8. Click “Actions” on the menu bar and select “Junk E-Mail” then select “Add to Junk Sender List”. Now all future emails from that sender will be automatically put in your Deleted Items folder.
9. Delete the undesirable email(s) from step 7.
10. Repeat steps 7-9 for junk emails you receive from other senders so future emails from them will also be automatically deleted.

To view list of junk email senders

1. Click “Tools” on the menu bar and select “Organize”.
2. Click “Junk E-mail” and scroll to the bottom of that pane.
3. Click on “click here”.
4. Click “Edit Junk Senders List”.
5. Add, delete or cancel, as desired.