|  |
| --- |
| **it SUPPORT INSTRUCTION** |

**how to block spam emails**

VERSION 1.0

INTRODUCTORY PROVISIONS

GOALS

This instruction defines the procedure for an employee to follow providing advice on blocking spam emails.

TASKS

The main objectives of the instruction are:

* description of the steps to take when you need to block spam emails.

PERIOD OF VALIDITY AND PROCEDURE FOR MAKING CHANGES

Changes to the instruction are made when new settings appear in the SOFTWARE, as well as when information on current settings is updated.

Mail identified as possible junk email can be automatically moved to the Junk Email folder. Any malware—potentially malicious software or code—is disabled.

**Note:**Many of the features in the new Outlook for Windows work the same or similarly as Outlook on the web. If you’re interested in trying the new experience, check out Getting started with the new Outlook for Windows.

**BLOCK SENDERS FROM SENDING YOU EMAIL**

If you're receiving unwanted email, you can block the email addresses and domains you don't want to receive messages from. Add any email address or domain to your blocked senders list to move these messages directly to your Junk Email folder.

**Note:**Junk email is retained for 30 days before it is automatically deleted and is not recoverable. For more information, see Recover and restore deleted items in Outlook.

1. At the top of the page, select **Settings** .
2. Select **Mail** > **Junk email**.
3. If you want to block an email address or domain, select **Blocked senders and domains** and select **Add blocked sender**. Enter the email address you'd like to block, or if you want to block all email from a domain, enter the domain name.
4. Select **OK**, and then **Save**.