

Most filtering of unsolicited automated email (also known as **spam** or **junk** mail) is handled by a spam filter before those email messages reach your Inbox.

Email that might possibly be junk mail, but is not certain to be junk, is placed in your Junk folder. You can review these messages and either move them out of the **Junk** folder or delete them. If you do not move or delete the messages, they are purged after 30 days.

Some unwanted messages may not be fully categorized as spam and are not placed in the Junk folder (ie. weekly newsletters and advertisements from legitimate companies). The best way to handle unwanted mail from legitimate senders is to unsubscribe from the mailing list.

If you are receiving many unwanted email messages, please contact our Help Desk at 888-227-4040. Reporting email as spam helps you to fine-tune spam filtering.

Mark Email as Spam

- 1 Select the message you want to mark as spam.
- 2 On the toolbar, select **Spam**.



 You can also right-click the message and select Mark as Spam.



- The email is now moved to your Junk folder.



Mark Email as Not Spam

Sometimes messages that are not spam are placed in the Junk folder. You can move the messages to the appropriate folder in three ways.

1 Drag the message to another folder.



2 Select the message and click **Not Spam** on the tool bar.

Mail Contacts	Calendar	Tasks	Briefcase	Preferences	
New Message	- Reply	Reply to	All Forward	2 Not Spam	Unsubscribe
 Mail Folders 	🌣 🗆 So	orted by Date	2 V	-	1 message
🖲 🛓 Inbox (161)		jeffjordans	cc		Feb 05
* Inbox (Old)		🖂 ADV: U	nderhook Series -	Learn our Underhook series	. Underhook 🏼 🏲

 Right-click the message and select
 Mark as Not Spam. The selected message moves to your Inbox.

Mail	Contacts	Calendar	Tasks	Briefcase	Preferences		
New Me	ssage	- Rep	ly Reply t	o All Forward	Delete Not Sp	am Unsubscribe	
▼ Mail	Folders	÷ 🗆 د	orted by Dat	e 🗸		1 message selected	
v 🛓 Int	oox (161)		•		_	Feb 05	;
	* Inbox (Old)				2	Reply	[r]
	Lucy				2	Reply to All	[a]
📳 Ser	nt				24	Forward	m
🗊 Dr	afts (8)				<u> </u>	Delete	[Del]
🛛 🐻 Jui	nk (1)	•				Mark as Not Spam	[ms]

A confirmation message appears at the top relaying the number of messages marked as not spam.

I message marked as not spam	🖂 🔻 Search	Q



Using the Unsubscribe Button

» A message with the correct unsubscribe information that is not in the Junk folder will

Mail Contacts	Calend	ar Tasks	Briefcase	Preferences	
New Message	▼ R	eply Reply to A	All Forward	Archive Delete Spam	Unsubscribe
 Mail Folders 	<u>ا</u>	Sorted by Date	$\overline{\nabla}$		
🎍 Inbox (5148)	•] Wheel Watch	ers Club		
🔁 Sent		MATT! We ha	we a WINNER 8	tzwnj; &tzwnj &tzwnj &tzwnj &tzv	vnj; 8.zwnj; 8.zwnj; 8.z

display an unsubscribe button in the action bar of the webmail interface.

, <mark>,</mark>	
	Onsubscribe requested

» Selecting the button will present a small banner notification above the menu bar indicating unsubscribe has been requested.

- » Only one message can be unsubscribed at a time.
- » When unsubscribe is requested, the server initiates the call to the unsubscribe information from the sender, so there is no danger from the customer opening the message and visiting a third party site.

This feature is only available in the "Advanced (AJAX)" webmail view.



Empty the Junk Folder

The contents of the Junk folder are automatically purged after 30 days. You can empty your Junk folder any time. To empty your Junk Folder follow the below steps.

- 1 Right-click the Junk folder and select **Empty Junk**.
- 2 Click OK.



Warning

Are you sure you want to permanently delete everything within the "Junk" folder?



Spam Mail Options

If you notice that certain email addresses are always being incorrectly added to your Inbox or Junk folder, you can identify those addresses to block or not block.

Mail	Contacts	Calendar	Tasks	Briefcase	Preferences
Save	Cancel				
Prefer	ences				
🎲 Gen	eral				
💩 Aco	ounts				
🖂 Mai	I				

- 1 Go to the **Preferences > Mail** page.
- 2 Scroll to the **Spam Mail Options** section.
- 3 In the **Block messages from** text box, enter email addresses that should always be treated as junk. You can list up to 1,000 addresses.
 - If you wish to blacklist a whole email domain, enter in the domain.ext in the textbox. (eg, for spam@spammail.com, you would enter spammail.com).

- 4 In the **Allow messages from** text box, enter email addresses you trust that for some reason end up in your Junk folder, such as newsletters you subscribe to. Messages from these email addresses are never blocked. You can list up to 1,000 addresses.
- 5 Click Save.

		Allow messages from	
mail address or domain	Add	enter email address or domain	Add
an@gmail.com Ri	emove		Remove