How to Manage your Junk E-mail Settings

You may pause this tutorial by clicking the pause and resume buttons. You may also click the track buttons to advance forward and backward.

For more information about the ECS project and to provide your feedback, please contact ecstrain@uvic.ca.
Entourage’s Junk E-mail filter operates at various levels that the user can specify. It is important to note that if you select the High or Exclusive filter settings, legitimate emails could be sent to your Junk E-mail folder. Be sure to check your Junk E-mail folder often.

1. Click on the **Tools** menu in your Inbox and select **Junk E-mail Protection**.
2. Select the **Level** tab and choose the desired protection setting.

3. Select the check box beside **Delete messages from the Junk E-mail folder older than ___ Days**, and specify the length of time to keep suspected junk e-mail before it is deleted.

4. Click **OK** when you are finished.

**Note:**
For more details on Junk E-mail Protection levels, please see next slide.
**Junk E-mail Protection Levels**

<table>
<thead>
<tr>
<th>Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>Disables the Junk E-mail filter, allowing all email into your Inbox.</td>
</tr>
<tr>
<td>Low</td>
<td>Filters only obvious junk e-mail.</td>
</tr>
<tr>
<td>High</td>
<td>Filters the majority of junk e-mail.</td>
</tr>
<tr>
<td>Exclusive</td>
<td>Permits only messages from your Address Book, domains from your Safe Domains List, and addresses in your Mailing List Manager.</td>
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There may be certain senders that you do not want subjected to your Junk E-mail filters. For example, you may want all University of Victoria email directed to the Inbox rather than risking accidental misfiling or deletion.

To identify safe domains at the server level, open your Outlook Web Access account at mail.uvic.ca.

1. Enter your User name and Password, and click the Log On button.
2. Click on **Options**.
3. Scroll and click to select **Junk E-mail** from the options provided.
4. Click on the **Add** button.
5. Type @uvic.ca or any other domain or specific address in the field provided to ensure that all messages sent from those domains/accounts will arrive in your Inbox. Click Save when you are finished.
6. You will see that the domain/address you added has been saved successfully.

7. Click the **Log Off** button to close the Outlook Web Access window.
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