

There are *two* separate junk email settings that must be updated to turn off moving probable junk email into the Junk E-mail folder.

First:

Log in to your account using the "Employee Webmail" button from the main SWOSU website. Once logged in you can set the Junk E-Mail Setting to "Don't move e-mail to my Junk E-Mail folder" (as shown below).

The steps are:

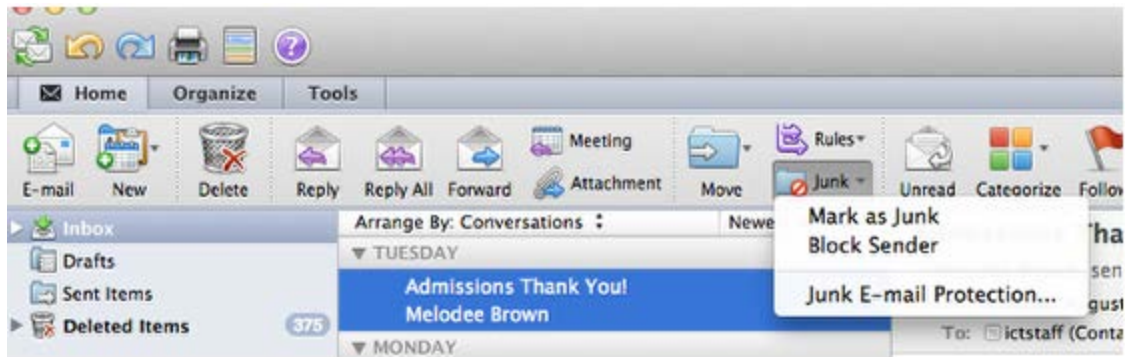
1. Select "**Options**" in the upper right hand corner
2. Select "**See All Options...**"
3. Select "**Block or Allow**" at the bottom of the left hand pane
4. Select "**Don't move e-mail to my Junk E-Mail folder**"
5. Select "**Save**" in the bottom right corner
6. Select "**sign out**" in the upper right hand corner

The screenshot shows the Microsoft Outlook Web App interface. At the top right, there is a search bar with "Find Someone" and a dropdown menu labeled "Options". The "Options" dropdown is open, showing a list of options: "Set Automatic Replies...", "Change Your Password...", "Create an Inbox Rule...", and "See All Options...". Below this, the main content area is titled "Outlook Web App" and "Mail > Options". On the left side, there is a navigation pane with "Block or Allow" highlighted. The main content area shows the "Block or Allow" section with a folder icon and a red prohibition sign. Below this is the "Junk E-Mail Settings" section, which has two radio button options: "Don't move e-mail to my Junk E-Mail folder" (which is selected and highlighted in yellow) and "Automatically filter junk e-mail". At the bottom right, there is a yellow "Save" button with a checkmark. At the bottom left, there is a yellow "sign out" button.

Second:

Set junk mail setting off for Microsoft Outlook 2011

1. Select **Junk** and **Select Junk E-mail Protection**



2. Select **None**
3. Click **OK**

