

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:

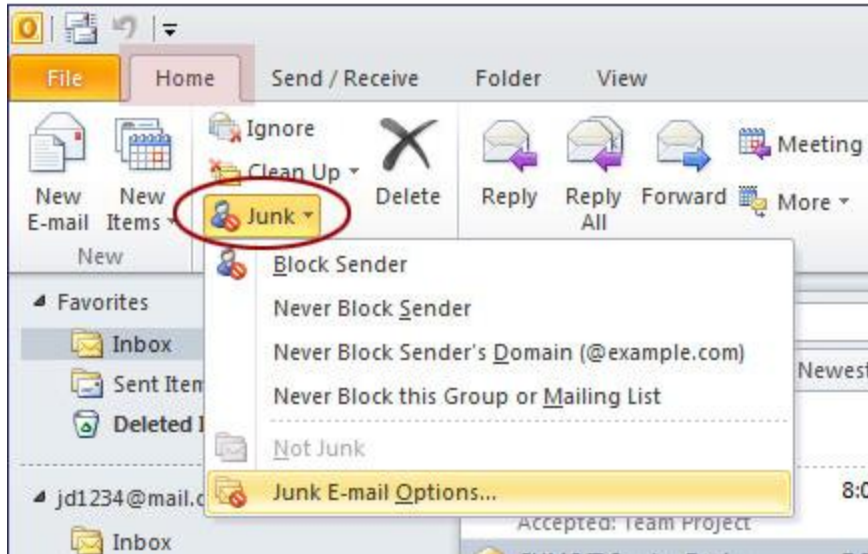
1. Select "**Options**" in the upper right hand corner
2. Select "**See All Options...**"
3. Select "**Block or Allow**" at the bottom of the left hand pane
4. Select "**Don't move e-mail to my Junk E-Mail folder**"
5. Select "**Save**" in the bottom right corner
6. Select "**sign out**" in the upper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

The screenshot shows the Outlook Web App interface. At the top right, there is a search bar with "Find Someone" and an "Options" dropdown menu. The "Options" menu is open, showing "Set Automatic Replies...", "Change Your Password...", "Create an Inbox Rule...", and "See All Options...". Below this, the "Outlook Web App" header is visible. The left navigation pane includes "Mail > Options", "Account", "Organize E-Mail", "Groups", "Settings", "Phone", and "Block or Allow" (highlighted in yellow). The main content area shows "Junk E-Mail Settings" with two radio button options: "Don't move e-mail to my Junk E-Mail folder" (selected and highlighted in yellow) and "Automatically filter junk e-mail". A "Save" button with a checkmark is at the bottom right. At the bottom left, there is a "sign out" button.

### **Second:**

Set junk mail setting off for Microsoft Outlook 2010 or 2013

1. Select the Outlook Email icon in your task bar  or 
2. Select the **Home** tab. Click on the **Junk** icon.
3. Select the **Junk Email Options**



4. Select the **Options** tab and select **No Automatic Filtering**



5. Select **Apply** or **OK**