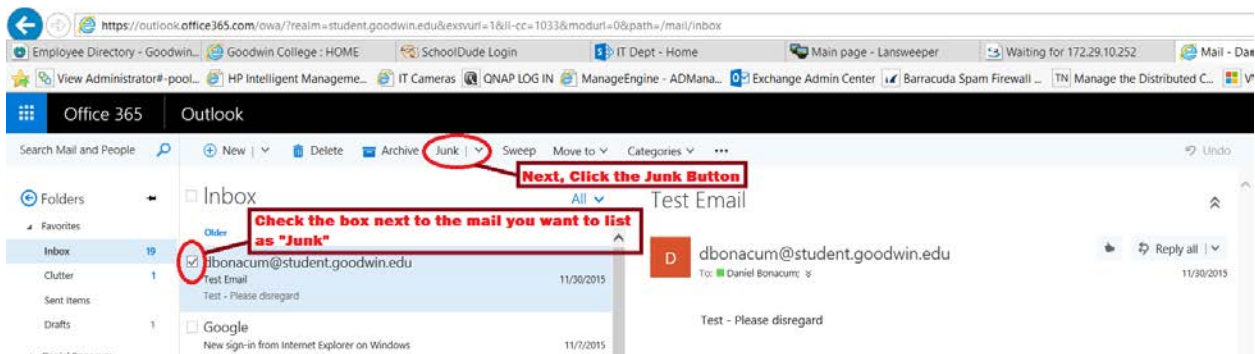


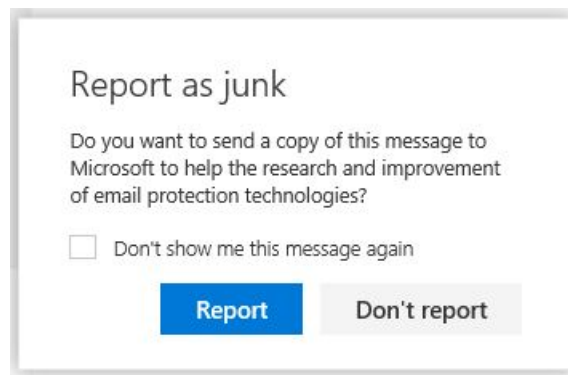
Removing Junk Mail from your Goodwin Student Email

When you receive mail that you have identified as SPAM or Junk, you can easily remove the questionable email from your Inbox and permanently block the sender by completing the following steps;

- Place a check mark in the box by clicking on it next to the mail item that you wish to mark as “Junk”. Next, click on the “Junk Button” on the top tool bar



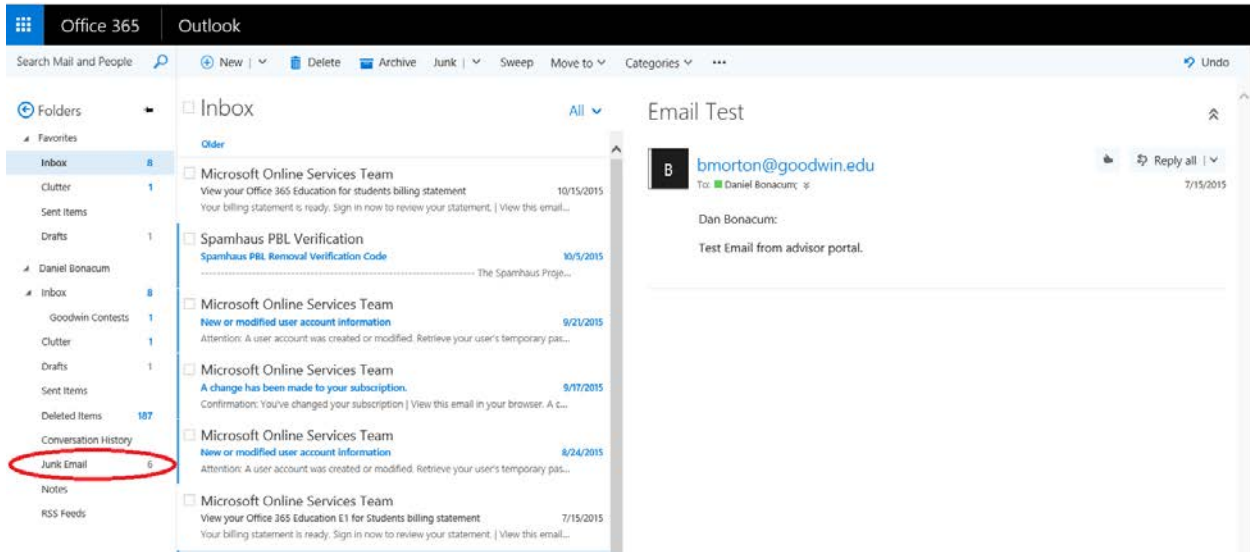
- You are then asked if you would like to Report the item to Microsoft as Junk, this is not necessary, but will help Microsoft in identifying Junk mail in the future. Click on either option to continue.



Your mail should have moved from the Inbox to the “Junk Email” folder, and the sender of the junk mail should now be blocked from sending further messages to your email account.

If you have accidentally marked an email as “Junk” and wish to undo the process, follow the directions below;

- Locate the “Junk Email” folder in the folder view (Left panel) and click on it to open (expand) it.



- Locate the item you wish to correct and place a check mark next to it. Next, click the “Not Junk” button on the tool bar. This will move your mail back into the inbox, and unblock the sender.

