ADD A SENDER TO YOUR JUNK MAIL LIST IN OUTLOOK
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Block a sender directly from your Inbox:

1. In your Inbox right click on the message you wish to move to your Junk E-mail folder and select “Junk”:

2. Select “Block Sender”:
3. You will get a pop-up message, select “OK”:

![Microsoft Outlook pop-up message](image)

The sender of the selected message has been added to your Blocked Senders List, and the message has been moved to the Junk E-mail folder.

- Do not show this message again

OK

4. You can view the message in your “Junk E-mail” Folder:

![Microsoft Outlook Junk E-mail folder](image)

Any emails from this sender will now automatically be moved to your Junk folder