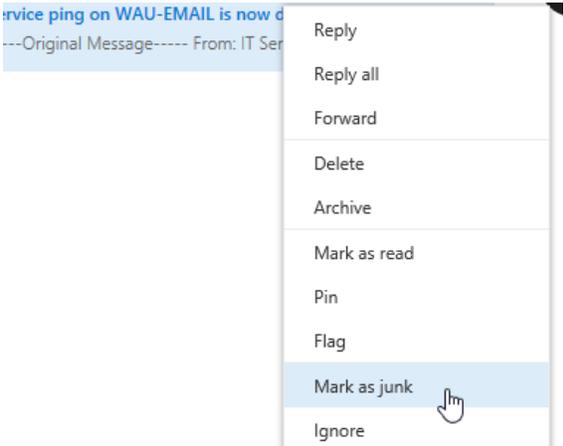# Managing SPAM E-Mail with Office 365

There are some differences in the Anti-Spam system on Office 365 compared to our old e-mail server. Here are some tips to help manage spam.
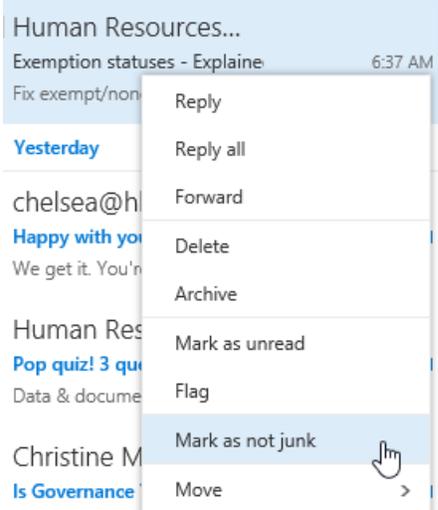
1. There is no longer a daily report of SPAM e-mails. All SPAM goes into a **Junk Email** folder. The **Junk Email** folder is available in all locations your e-mail might be setup (eg. Webmail, Outlook, your phone). You can check this at any time.
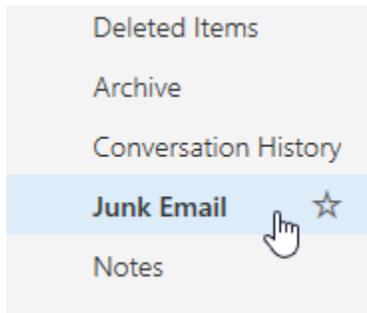
2. Marking e-mail as Junk. If e-mail is in your inbox and you feel it is Junk you can modify the behavior so in the future it goes to your Junk folder.

Webmail Interface	Outlook
Right click on the message. Choose Mark as Junk 	Right click on the message. Hover over the Junk submenu Select Block Sender
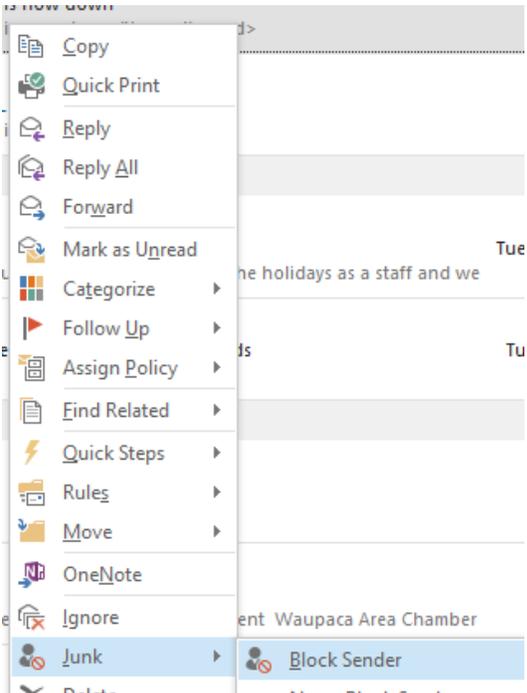
3. Marking items in your **Junk Email folder** as legitimate e-mail. If items are in your Junk folder that are from an expected sender you can modify the rules so this e-mail goes into your inbox in the future.

| Webmail Interface	Outlook
Right Click on the message Select **Mark as not junk** 	Right click on the message Select the Junk submenu You have several options, pick the one that matches your needs for this e-mail 1. Never block sender 2. Never block sender's domain 3. Never block the group or mailing list 4. Not Junk
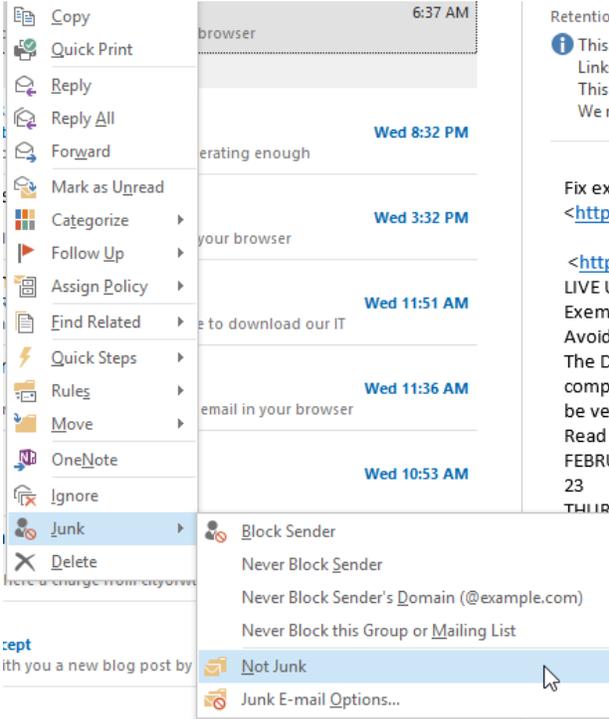
Organization wide Black and White lists.

There is an organization wide black and white list I can add e-mail addresses and domains to. If there is e-mail that may need to be classified for an entire department or the city let me know and I can add them to the appropriate list.
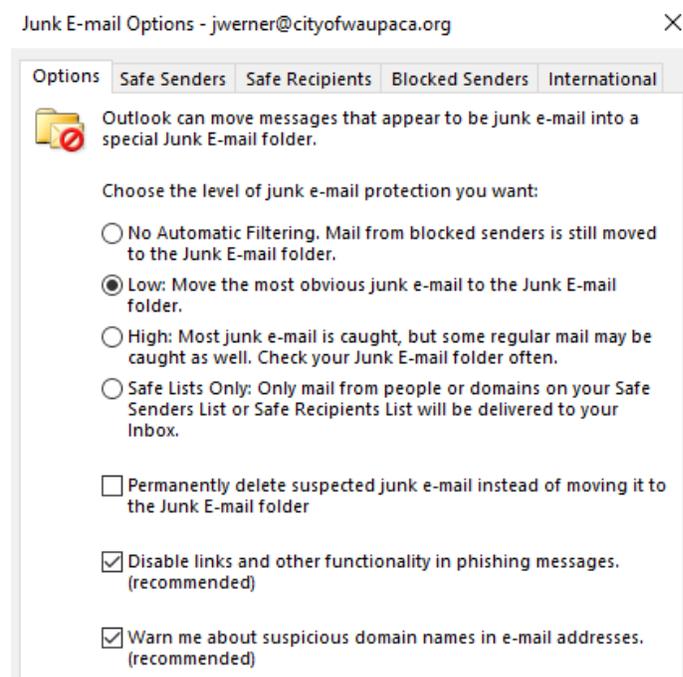
Mailbox Junk Settings

This feature is only available within Outlook.

Click on the Home tab, select the Junk option and click on Junk E-Mail Options.
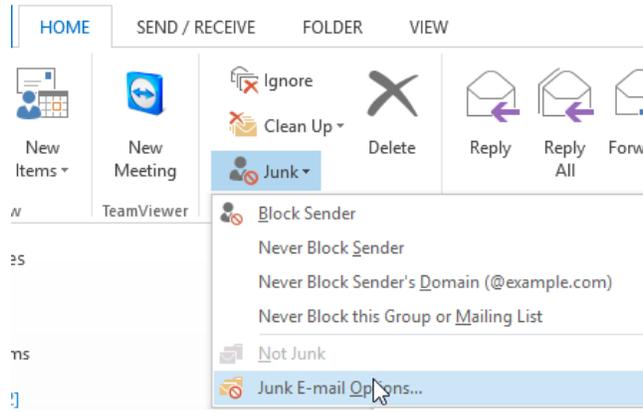
This will give you options on how selective your Junk filter is. If too much Junk comes to your inbox, choose Low or High. If too much legitimate e-mail goes to your Junk folder select No Automatic Filtering.

From the Junk E-Mail Options you can also view your safe and blocked senders. You can add and remove to these lists from here.