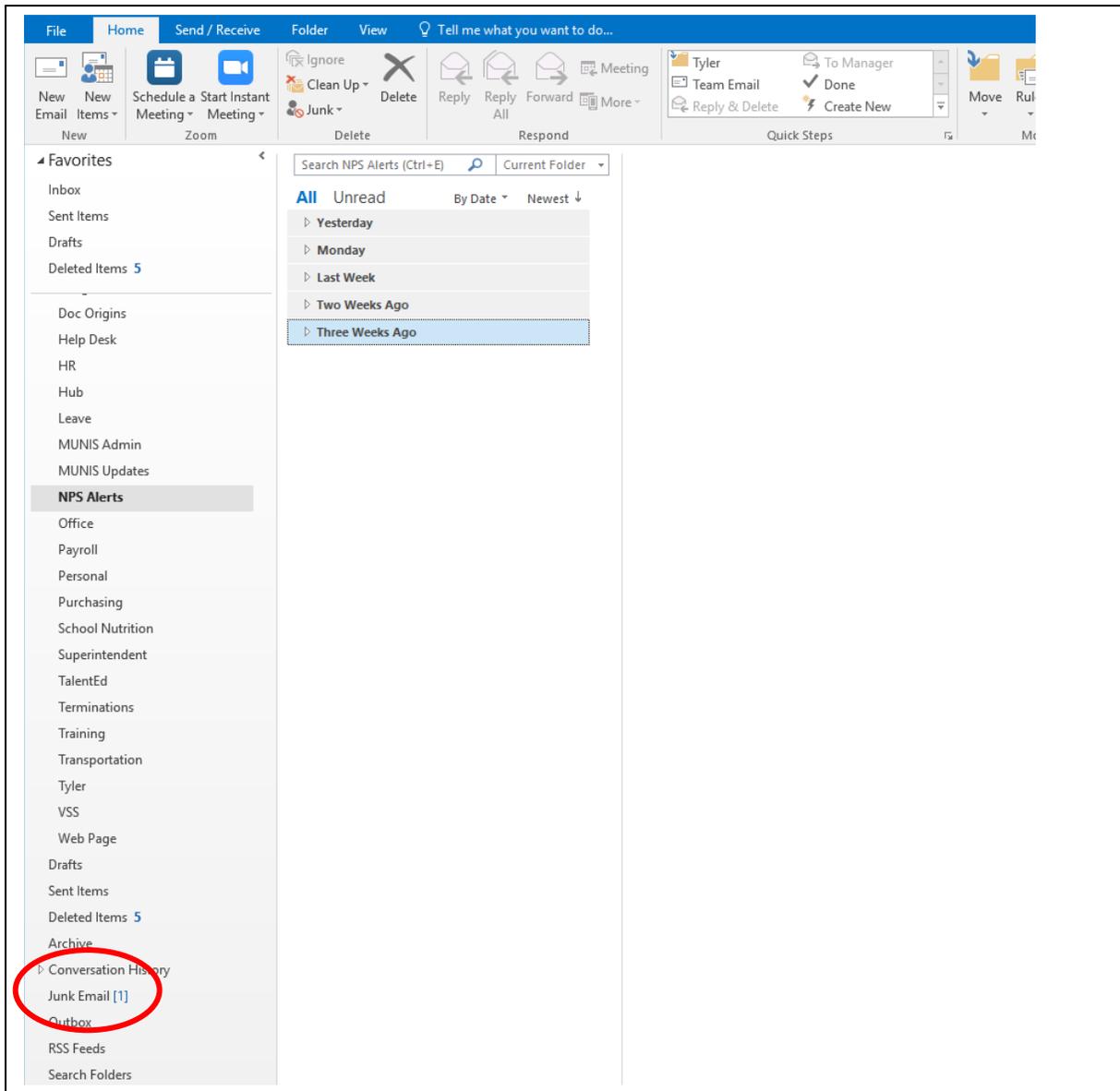


How to Mark an Email Message as not Junk or Spam in Outlook

1. **Click** on Outlook.
2. **Click** on Junk Email folder in the Left Pane of your Outlook window. *See **Picture 1**.*

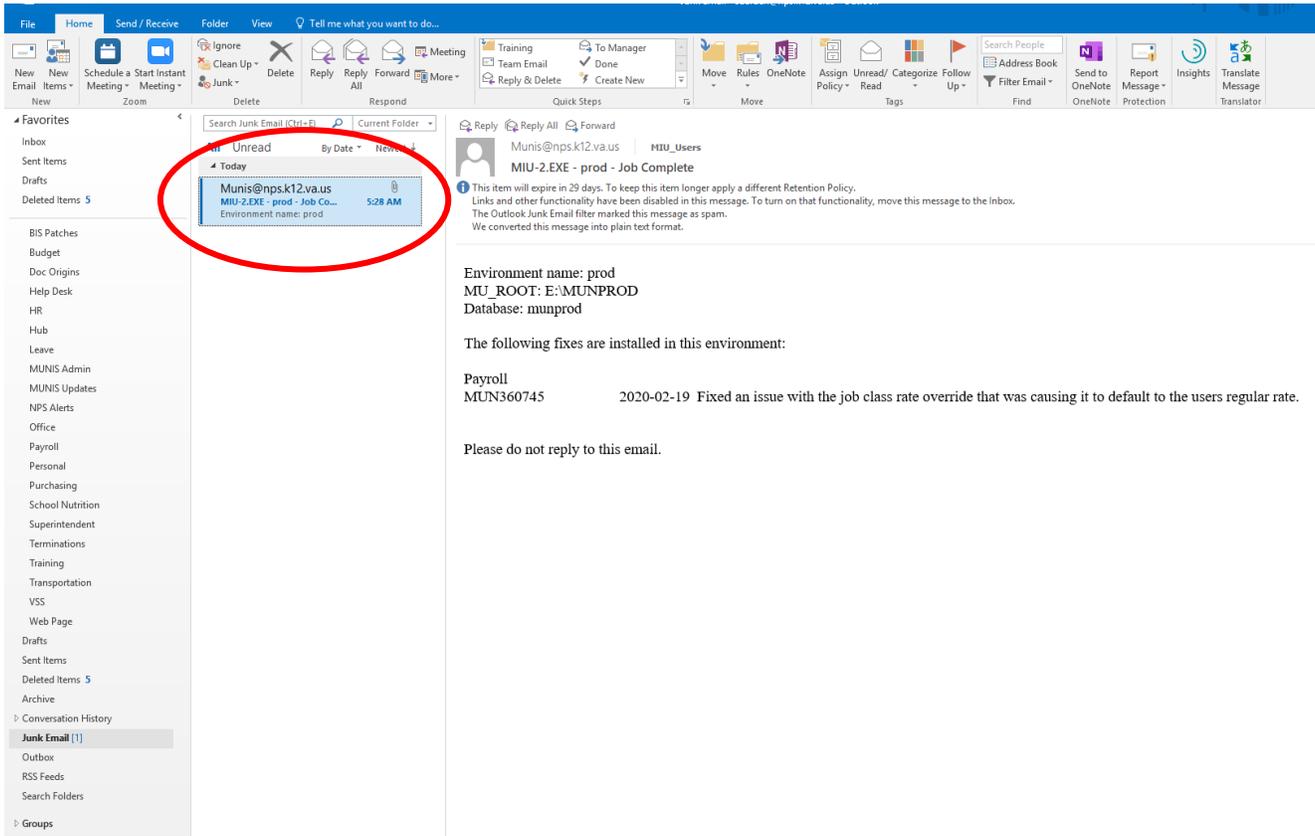
(Picture 1)



How to Mark an Email Message as not Junk or Spam in Outlook

1. Click on the email you want to mark as not Junk and move to the Inbox folder. **See Picture 2.**

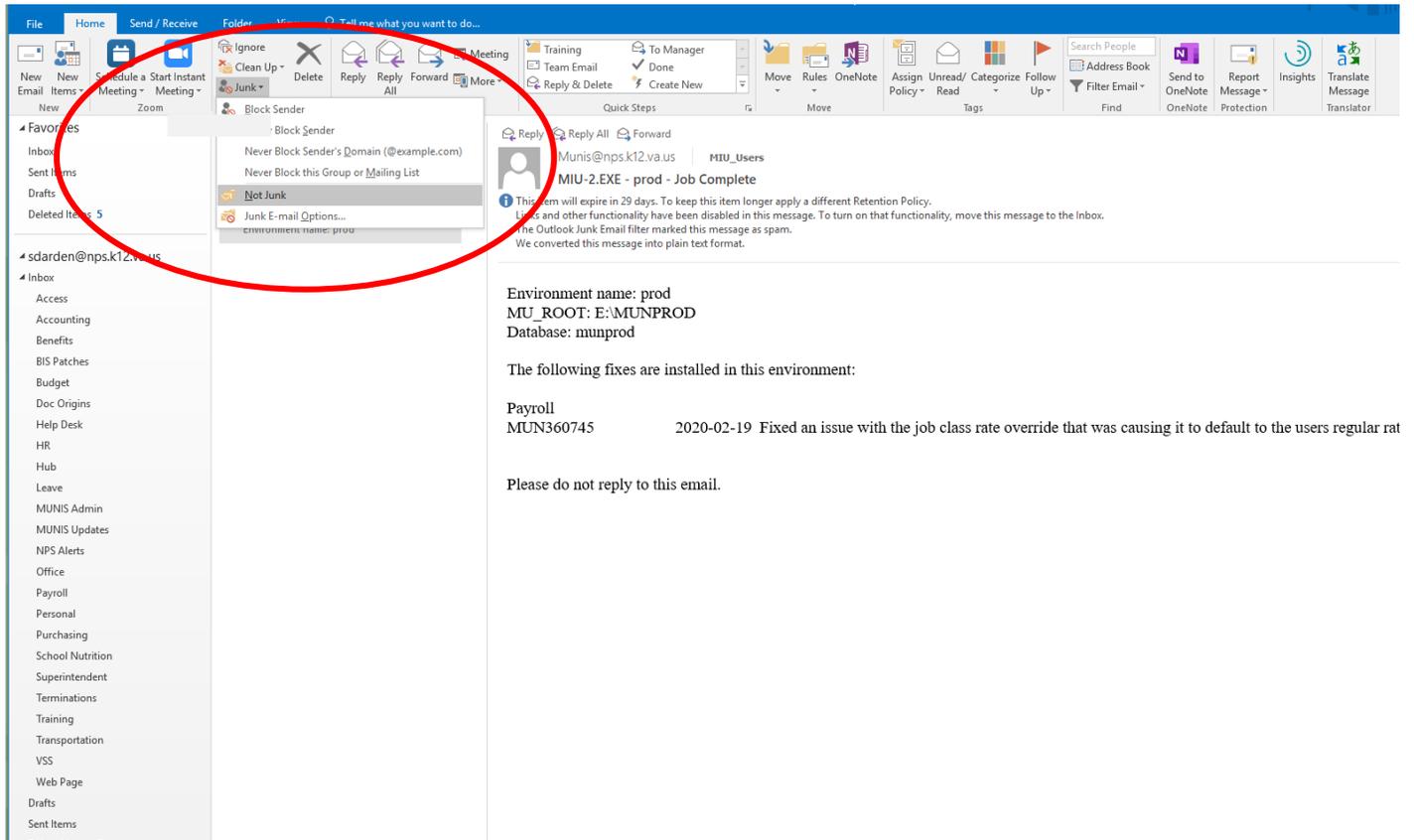
(Picture 2)



How to Mark an Email Message as not Junk or Spam in Outlook

2. Click on the Junk button in the Top Ribbon in your Outlook window.
3. Click on Not Junk. *See Picture 3.*

(Picture 3)



4. A new window with the following message: **Mark As Not Junk** will appear. Click on OK. *See Picture 4.*

(Picture 4)



5. The message should move automatically to your Inbox.
6. Periodically check your Junk Emails to ensure all system generated emails are going to Inbox.