# 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)



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

## (Picture 2)

Image: Schedule a Start Instant Neeting - Delete       Rep / Rep / Forward more - All       Image: Training - To Manager - Done - Delete       Image: Training - Done - Dele	ì
▲ TaYONTES     Search Junk Email (Clut-E)     ▲ Current Folder     ➡ Reply & Repl	ite ige itor
Inbox     Import     Import     Import       Sent Items     Import     Import     Import       Drafts     Import     Import     Import       Import     Import     Import     Import	
Sent Items  Drafts Munis@npsk12.va.us  MUL-2.EXE - prod - Job Complete OT his item will expire in 29 days. To keep this item longer apply a different Retention Policy.	
Urafts Munis@nps.k12.va.us 🖲 🕕 This item will expire in 29 days. To keep this item longer apply a different Retention Policy.	
Leiste at chem 2 MU-2.DEt - prod - Job Co. S28 AM Environment name prod Environment name prod The Curlock Junk Email filter market this message. I o turn on that functionality, move this message to the indox.	
BIS Patches vie converted this message into plain text romat.	
Budget	
Doc Origins Environment name: prod	
Hep Desk NU_KOJI . E. NUUKKOD Database minnrod	
In Control Con	
The following fixes are installed in this environment:	
MUNIS Updates Payroll	
MUN360/45 2020-02-19 Fixed an issue with the job class rate override that was causing it to default to the users reg	ilar rate.
Office	
Payroll Please do not reply to this email.	
Personal	
Purchasing	
School Nutrition	
Superintendent	
Terminations	
Training	
Transportation	
VSS With Pare	
weursge	
Cent lanc	
Detect Items 5	
Archive	
Conversation History	
Junk Email [1]	
Outbox	
RSS Feeds	
Search Folders	
> Groups	

# 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)

Mark as Not Junk	×
This message will be moved back into the Inbox Fol	der.
ОК	

- 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.