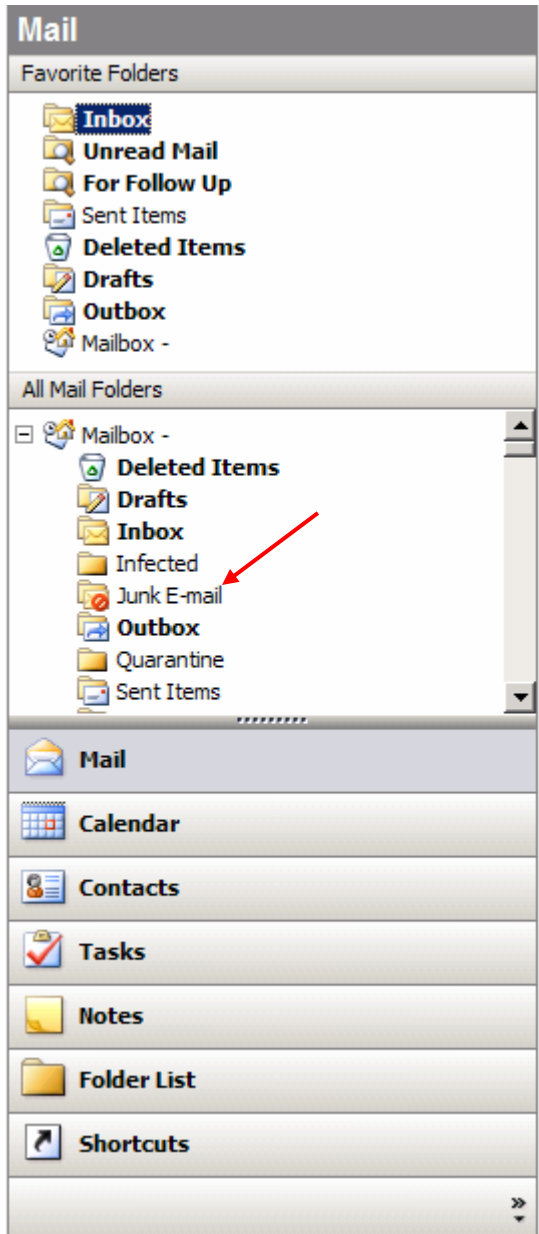
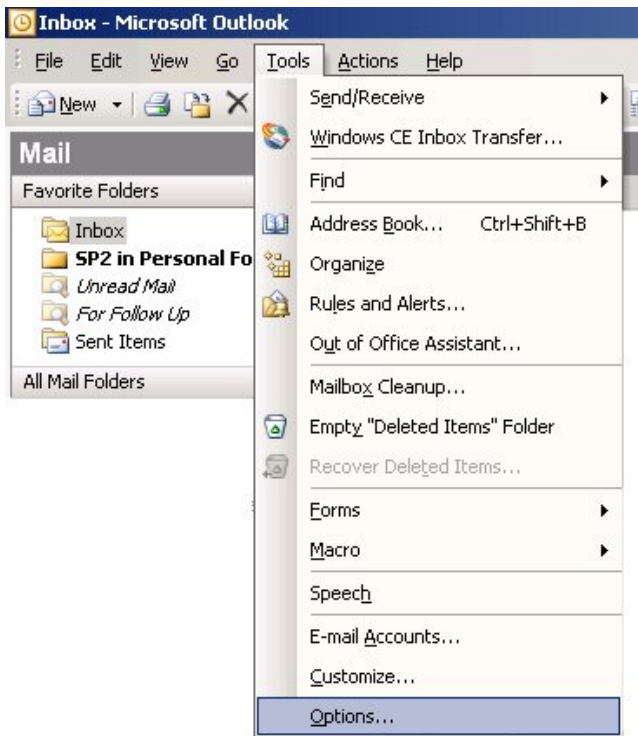


Configuring Outlook 2003 Junk email Client Filter

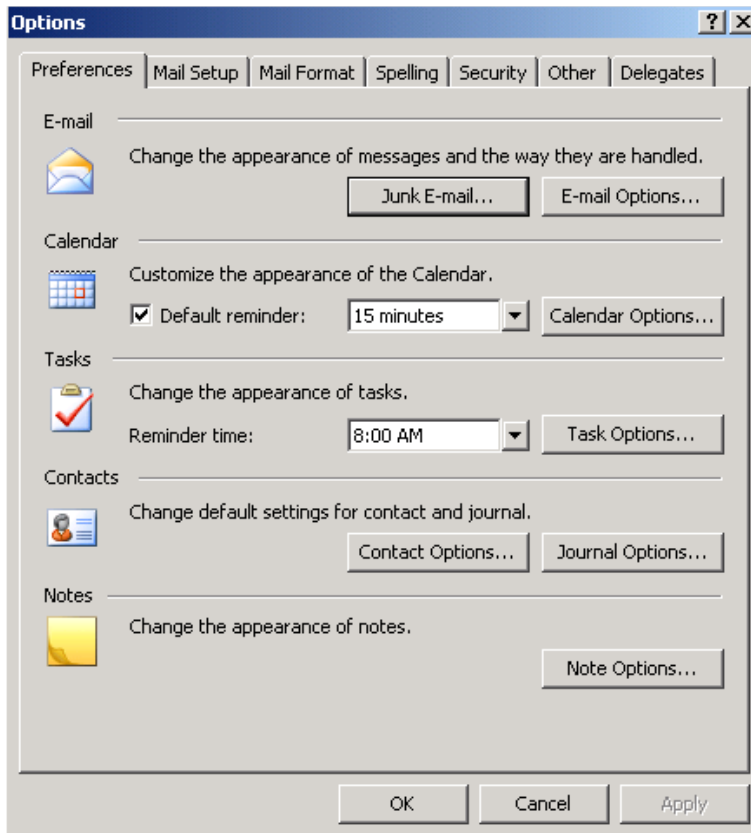
New Junk E-mail folder:



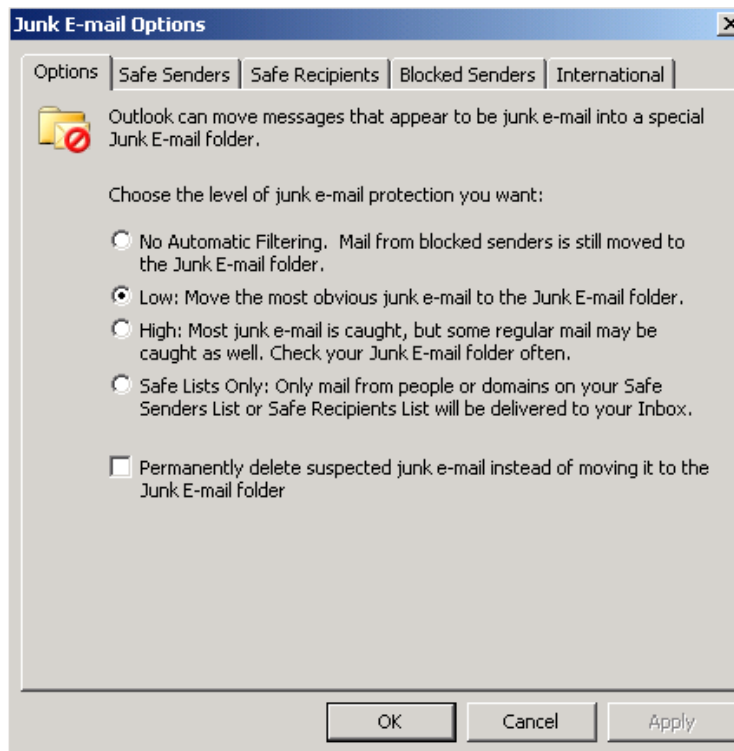
Open Outlook 2003 and select Tools, then Options:



On the Preferences Tab click the Junk E-mail button:



1. Select the protection level that you want.
 - **No protection** Please note that although this function turns off the local Junk E-mail Filter, the server side filter will continue to evaluate messages and route to the junk mail folder. In addition, if you have created a **Blocked Senders** List on the local client, messages from those blocked contacts will continue to be moved to your **Junk E-mail** folder.
 - **Low** If you don't receive many junk e-mail messages and want to see all but the most obvious junk messages, you should select this option.
 - **High** If you receive a large volume of junk e-mail messages, you should select this option. However, you should periodically review the messages moved to your **Junk E-mail** folder, because some wanted messages may be moved there as well.
 - **Safe Lists Only** Any e-mail messages sent from someone not on your **Safe Senders** List or sent to a mailing list not on the **Safe Recipients** List will be treated as junk e-mail messages.



2. Click **OK**.
3. Close Outlook and re-open Outlook.

If you see a legitimate (false positive) message in your Junk Mail folder you can do one of the following:

 - Right-click on the message and “add sender to safe sender list” or
 - Make a new Contact card with that sender’s e-mail address and add to your Contacts.