**Junk Email Options**

**NOTE: This document applies to the Outlook client. This document to help prevent good emails from going to the 'Junk' folder.**

From any folder in the Outlook client do the following.

Right click on any email, click **‘Junk’** then click ‘**Junk E-mail options…’**.



Select the option as shown below.



Check all the folder tabs to see if they are set correctly.



Next Check **‘Rules’** to see if they are set correctly.

In the top menu ribbon click **‘Rules, Manage Rules & Alerts…’**



Check if your rules are set properly. You may or may not have any rules set up.



Restart Outlook and check for Future emails going to the Junk folder.