

Set Emails as “Not Junk” in Outlook

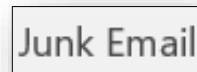
These directions explain how to mark emails as “not junk” in Outlook to avoid having future emails from that sender sent to your junk folder.

Desktop Version

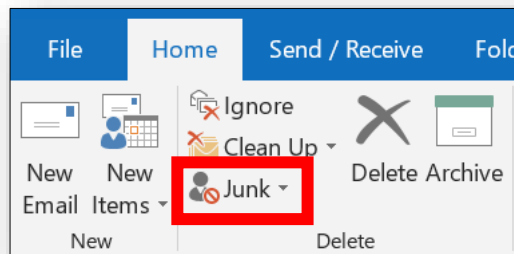
1. Open **Outlook**.



2. Select or Open an **email from within the Junk Email mailbox folder**.

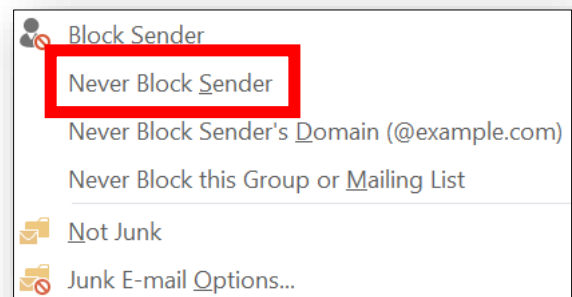


3. Click on the **Junk** settings button.



4. Select **Never Block Sender**.

Note: This will automatically move the email into your Inbox.

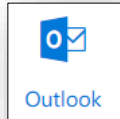


Online Version

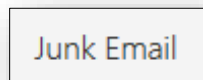
1. Log into **Office 365**.



2. Open **Outlook**.



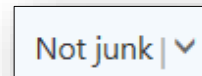
3. Click on the **Junk Email Folder**.



4. Click to select and open an **email**.

5. Click on **Not Junk**.

Note: This will automatically move the email into your Inbox.



6. You may be prompted to send feedback to Microsoft. Click **Don't Report**.

