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Junk Email Filters

Outlook 2013 allows you to adjust the Junk Email Filter that determines when email is sent to the Junk Email Folder.

Adjusting Junk Email Filters

1. Select Home.

2. Select Junk.

3. Select Junk E-mail Options.

4. On the Options tab, select the level of junk email protection: No Automatic Filtering, Low, High, or Safe Lists Only.
5. On the **Safe Senders** tab, you can add or remove addresses that you trust.

6. On the **Safe Recipients** tab, you can add or remove addresses that will never be treated as junk email.

7. On the **Blocked Senders** tab, you can add or remove addresses that will always be treated as junk email.

8. On the **International** tab, you can add addresses that may be written in a language you do not understand. These emails will be treated as junk email.

9. Select **OK** twice.