

Outlook

Blocking E-mail Messages from Specific Senders

Microsoft Outlook 2007 enables you to block e-mail messages from specific senders. You'll need to add the sender's e-mail address to your **Outlook Blocked Senders List**. Outlook automatically moves any incoming message from senders in the Blocked Senders List to your **Junk E-mail Folder**, regardless of the content of the message. You can also block e-mail messages from all senders in a specific domain.



For example, you can block **all** e-mail messages from any sender who has "@quicksavergiftcoupons.com" as a part of their e-mail address.

There are three ways to add a Sender's name to your **Outlook Blocked Senders List**.

- while reading an e-mail message from the sender
- by **right-clicking** the e-mail message in the Information Pane.
- by manually adding an e-mail address or domain to your Block Sender's List.

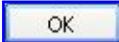
Adding an E-mail Address to the Blocked Senders List If You're in an E-Mail Message from the Sender

1. While reading the e-mail message from the undesired sender, click the **Block Sender** button on the Ribbon.

A Microsoft Office Outlook warning box will appear.



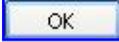
2. Click the check box before **"Please do not show me this dialog again"** in the Outlook warning box.

3. Click the  button.

A Microsoft Office Outlook confirmation box will appear confirming that The Sender has been added to your **Blocked Senders List** and the message has been moved to the **Junk E-Mail Folder**.



4. If you prefer **not to be notified** when senders are moved to your **Junk E-Mail Folder** in the future, click the check box before **"Please do not show me this dialog again"**.

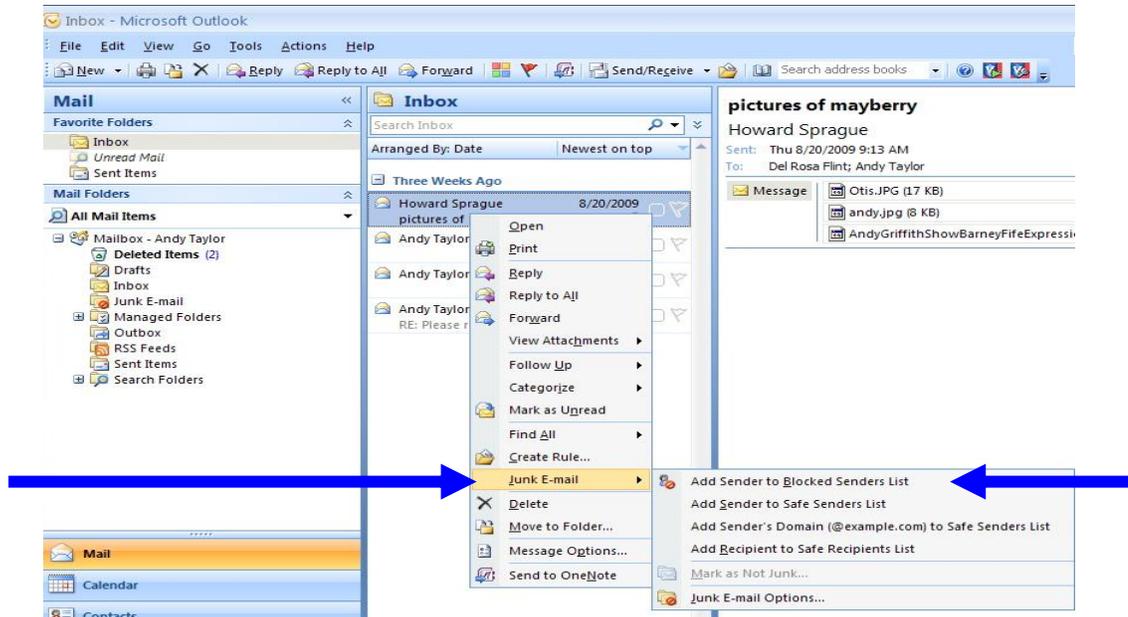
5. Click the  button.

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Adding an E-mail Address to the Blocked Senders List By Right-Clicking the E-Mail Message in the Information Pane.

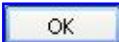
1. Open your Outlook inbox. **Right-click** the e-mail from the undesired sender in the **Outlook Information Pane**. *A pop-up menu will appear.*



2. Click **Junk E-mail** from the menu.
3. Click **Add Sender to Blocked Senders List**

A Microsoft Office Outlook warning box will appear.



6. Click the check box before **“Please do not show me this dialog again”** in the Outlook warning box.
7. Click the  button. *The message will be moved to the junk mail folder.*

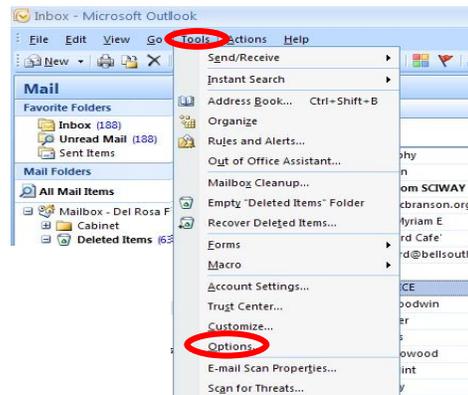
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Blocking E-mail Messages from Specific Senders

Manually Adding an E-mail Address to the Blocked Senders List

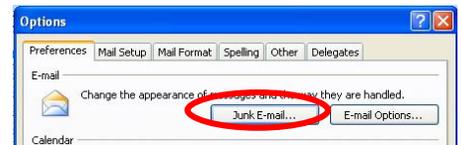
1. Open **Outlook**.
2. Click **Tools** on the toolbar, then click **Options**.

*The **Options** dialogue box will appear.*



3. Click the **Junk E-mail** button on the Options dialogue box.

A Microsoft Office Outlook warning box will appear.



4. Click the check box before **“Please do not show me this dialog again”** in the Outlook warning box.
5. Click the button.



6. Click the **Blocked Senders** tab.



7. Click **Add**.
8. Type the **e-mail address** or **Internet domain name** to be added to the **Blocked Senders List**.

Example:

Typing: **JohnDoe@Coldmail.com** blocks all e-mail from **JohnDoe@Coldmail.com**

Typing **@ColdMail.com** blocks e-mails from any sender in the **@Coldmail.com** domain.

Please Note: **E-mail addresses from senders that are members of the LPITS Network cannot be blocked.**

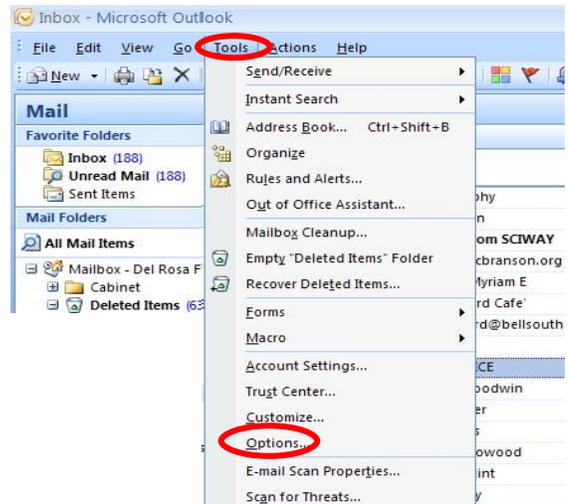
Outlook automatically moves **all** incoming message from senders and domains in the **Blocked Senders List** to your **Junk E-mail Folder**, regardless of the content of the message.

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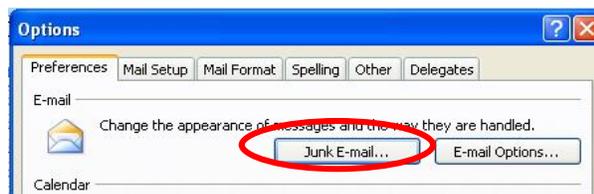
Blocking E-mail Messages from Specific Senders

Removing an E-mail Address or Domain from the Blocked Senders List

1. Open **Outlook**.
2. Click **Tools** on the toolbar, then click **Options**.



3. Click the **Junk E-mail** button on the **Options** dialogue box.



4. Click the **Blocked Senders** tab.



5. Click once to select the e-mail address or domain that you'd like to remove from the list.

6. Click the **Remove** button.

7. Click the **OK** button **twice** to return to the Outlook main window.

