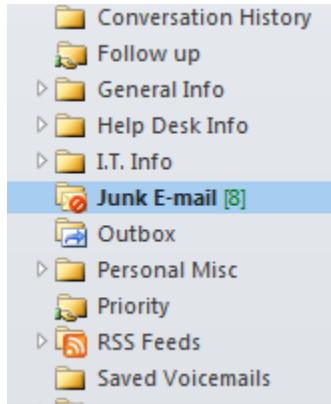
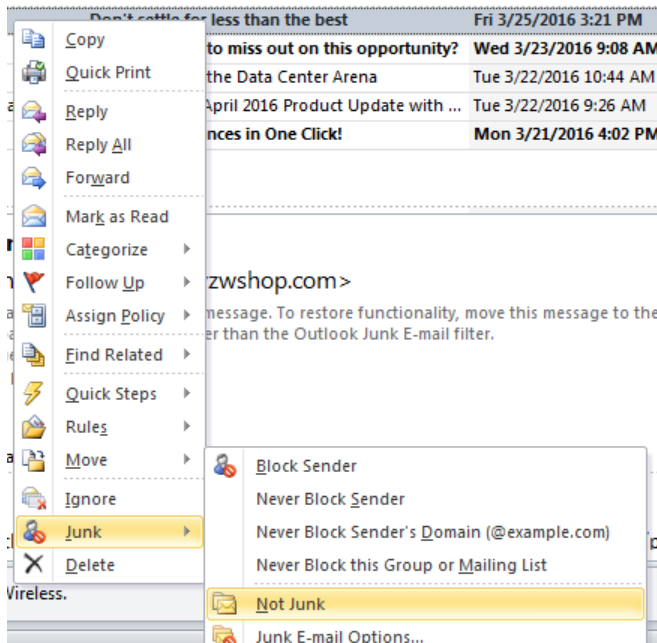


Outlook Online Junk Email/Spam Handling

Once your mailbox is migrated over to Outlook Online, all of your Spam email settings will now be integrated right into your Outlook client. If a suspected Spam message comes in, it will be located right in your “Junk E-mail” folder (highlighted below). You can move messages out of this folder just like any other folder, and it will **no longer be necessary to go to your Google Message center to manage spam!**



You will also be able to flag messages as “Not Junk” and/or select other Spam messaging options simply by Right-Clicking on the message itself, and then going down to the “Junk” menu selection.



In addition, you can manage your Junk Mail settings at any time by simply clicking on the “Junk” menu located on your top Outlook menu.

