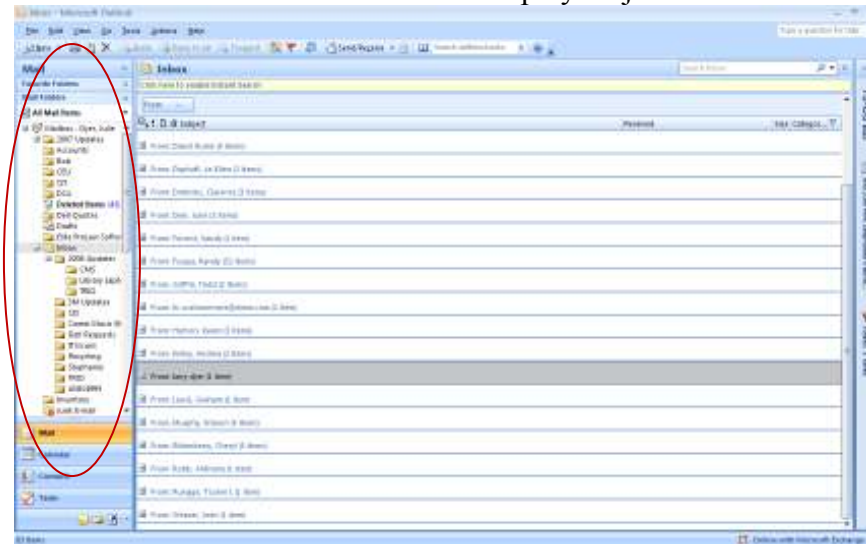
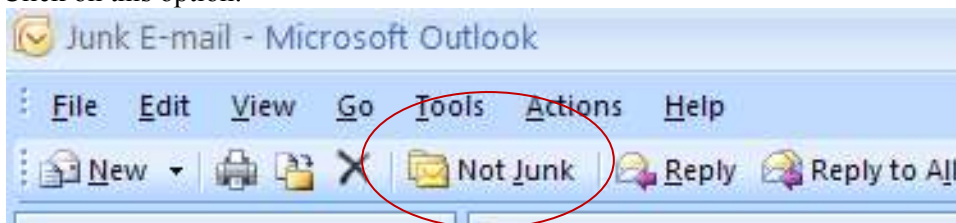


Keep legitimate E-mail out of Junk Email folder in Microsoft Office Outlook 2007

1. Please log into the computer with the Vol State user account provided by the Information Technology Department.
2. Locate the icon for Outlook 2007 on the Desktop or in the Start Menu. Open this program.
3. Microsoft Office Outlook 2007 will open.
On the left side of Outlook 2007, there will be a list of folders. Scroll down this list until the folder called “Junk E-mail” is found. Click on the “Junk E-mail” folder to display all junk email.



4. Locate the email message that is legitimate email.
Using the left mouse button, click on this message.
On the toolbar at the top of the Outlook program, there is an option labeled “Not Junk”. Click on this option.



5. A message will appear confirming that the e-mail message will be moved into the “Inbox”. A checkmark will automatically be placed in the box asking to “Always trust e-mail” from this address.
Click the “OK” button.



6. From this point forward, e-mails from this e-mail address will go into the “Inbox”.