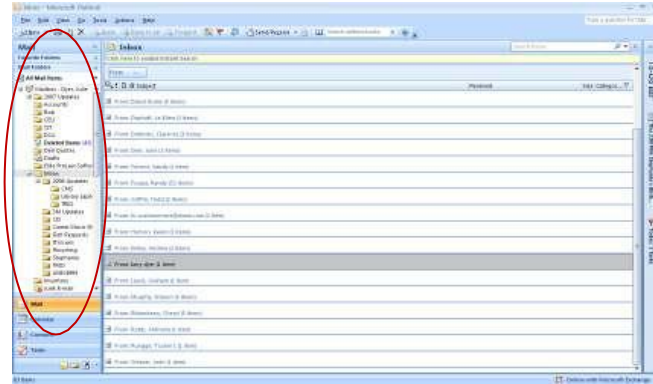


## Making Junk Email Legitimate

1. Please log into the computer with your Vol State user account.
2. Start Outlook.
3. Microsoft Office Outlook will open.  
On the left side of Outlook, 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 once to highlight it.  
On the toolbar at the top of the Outlook program, find the option labeled “Junk” and mark the email as “Not Junk”. From this point on, emails from this address will be delivered to the Inbox.

