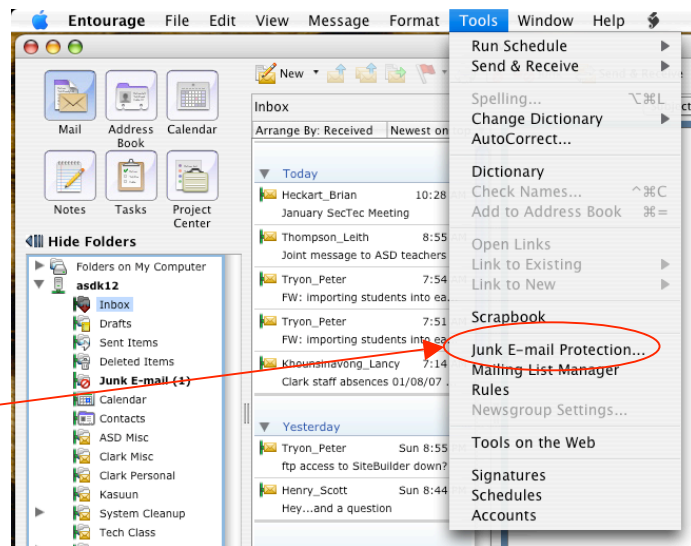


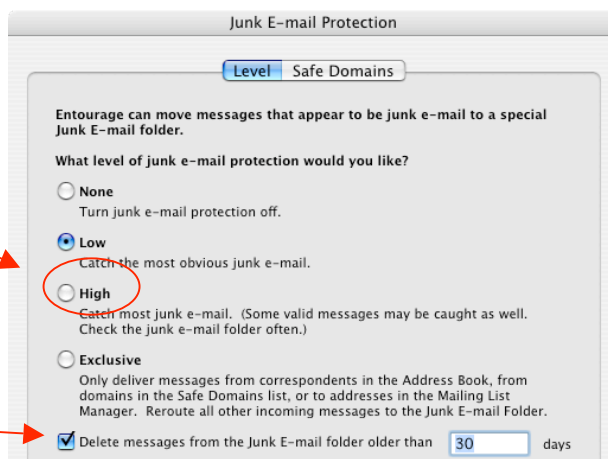
Clark Middle School

Entourage Junk Mail

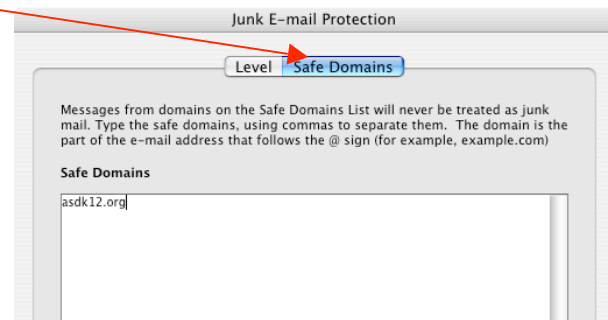
- Entourage has Junk Mail filtering options that you may configure.
- If settings are set too strictly then some email that is not 'junk' may be sent to the wrong place.
- To check your Junk Mail settings, open up Entourage then select:
'Tools' from the top menu, then scroll down and select 'Junk E-mail Protection'



- A new window will appear
 - This is where you can have Entourage automatically choose which messages it thinks is junk mail and it will put them in the junk mail folder automatically
 - For most cases, here in a school district, it is best to choose 'High' as your level of protection
 - You can also have Entourage delete older messages from your junk mail folder automatically after a set number of days.



- Also within this window, if you select 'Safe Domains' you can configure your junk mail protection to be more specific
- This allows you to type in a domain so that any emails that come from that domain are NOT considered junk mail.



(For example, if you put in ask12.org any email from someone with an ASD email will not be considered junk mail)

Note: Please continue to check your junk mail folder before you delete those messages. Some emails will still make their way into this folder.