

Junk E-mail Filter options for Outlook 2003

To change the level of junk e-mail protection

1. On the **Tools** menu, click **Options**.
2. On the **Preferences** tab, under **E-mail**, click **Junk E-mail**.
3. Select the protection level that you want.
 - **No protection** Although this turns off the automatic Junk E-mail Filter, Microsoft Office Outlook 2003 will continue to evaluate messages by using domain names and e-mail addresses on your **Blocked Senders** List, and messages will continue to be moved to your **Junk E-mail** folder.
 - **Low** If you don't receive many junk e-mail messages and want to see all but the most obvious junk messages, you should select this option.
 - **High** If you receive a large volume of junk e-mail messages, you should select this option. However, you should periodically review the messages moved to your **Junk E-mail** folder, because some wanted messages may be moved there as well.
 - **Safe Lists Only** Any e-mail messages sent from someone not on your **Safe Senders** List or sent to a mailing list not on the **Safe Recipients** List will be treated as junk e-mail messages.

Note Changing the protection level is not available if you are using an Exchange Server e-mail account and working online.

To delete messages instead of moving them to the Junk E-mail folder

1. On the **Tools** menu, click **Options**.
2. On the **Preferences** tab, under **E-mail**, click **Junk E-mail**.
3. Select the **Permanently delete suspected junk e-mail instead of moving it to the Junk E-mail folder** check box.

Note When you permanently delete suspected junk e-mail messages, the messages are immediately deleted and not moved into the **Deleted Items** folder.