

Using Junk E-Mail Protection with MSN® Hotmail

- ❖ See Help Sheet No. 5, "Setting Up an E-Mail Account with MSN® Hotmail" if you do not already have an account.
- ❖ Once you have set up an account, double-click the Microsoft Internet Explorer icon to start the program.
- ❖ In the address bar, type www.hotmail.com and press <enter>.
- ❖ Type your e-mail address and password.
- ❖ Click on "Always ask for my e-mail address and password" if you are using a public computer.
- ❖ Click on Sign In.

Mail Options

Junk E-Mail Protection
Use these tools to help keep junk e-

Mail Display Settings
Change the number of messages st

Message Replies
Set a different reply-to address for

Custom Filters
Organize your Inbox and send incoi

Hotmail Navigation ...

- ❖ You can use Hotmail's Junk E-Mail Protection to decrease the amount of unwanted, spam mail that you receive.
- ❖ Click on Options on the right side of the screen.
- ❖ Click on Junk E-Mail Protection.

Mail Options > Junk E-Mail Protection

Junk E-Mail Filter
Choose a level of protection from unwanted messages.

Delete Junk E-Mail
Delete junk e-mail immediately upon arrival, or save it for a short time.

Mailing Lists
Ensure your mailing list messages are delivered to your Inbox, and not marked as jun

Block Senders
Block the delivery of messages from specific addresses or from entire domains.

Safe List
Messages from e-mail addresses on this list will not be filtered as junk e-mail.

Junk E-Mail Reporting Confirmation
Choose whether to be shown a confirmation page each time you report junk e-mail.

- ❖ Click on Junk E-Mail Filter.

Junk E-Mail Filter

Choose your Junk E-Mail Filter level:

- Low - obvious junk e-mail is caught.
- Enhanced - most junk e-mail is caught.
- Exclusive - you will only receive e-mail from addresses appearing in your Coi from Hotmail, and messages you have consented to receive from MSN.

Note: At Enhanced and Exclusive levels, wanted messages are occasionally identif e-mail folder regularly to make sure wanted e-mail has not been moved there.

- ❖ Choose a junk e-mail filter level. You can check the junk e-mail folder periodically to make sure you're not missing any wanted e-mail.
- ❖ Click on OK.

Delete Junk E-Mail

Choose what to do with your junk e-mail:

- Delete junk e-mail immediately
Junk e-mail messages are deleted without ever being delivered to your J
- Deliver to Junk E-Mail folder and delete later
Junk e-mail messages are delivered to your Junk E-mail folder so you can empty the junk e-mail folder regularly to keep the folder size small.

- ❖ Click on Delete Junk E-Mail.
- ❖ Choose whether you want to have junk e-mail deleted before it is even delivered or if you want it routed to the junk e-mail folder.
- ❖ Click on OK.

Mailing Lists

Messages from some mailing lists arrive at your account with a 'To:' as result are likely to be filtered to your Junk E-Mail folder. Most often th

To insure you receive mailing list messages in your Inbox identify the

Type a single e-mail address:

community@webjunction.org

Add >>

<< Remove

- ❖ Click on Mailing Lists. Use Mailing Lists to identify any discussion groups to which you belong. By adding the e-mail address to which the mail is sent, the messages will not be identified as junk.
- ❖ Type the e-mail address of a discussion list to which you subscribe.
- ❖ Click on Add.
- ❖ Repeat this process for each discussion list.
- ❖ When finished, click on OK.

Block Senders

Incoming messages from e-mail addresses (or domains) on y never delivered, and as a result will not appear in your Junk

Type a single e-mail address (or domain):

PeterJordon@hotmail.com

Add

<< Re

- ❖ Click on Block Senders. Here, you may enter any e-mail addresses of senders from whom you do not want to receive mail.
- ❖ Type the e-mail address you want to block.
- ❖ Click on Add.
- ❖ Repeat this process for each address you want to block.
- ❖ When finished, click on OK.

Messages from addresses (or domains) on your Safe

Type an address or domain:

SusanJordon@hotmail.com

Add

Safe List

alicejordon@hotmail.com

- ❖ Click on Safe List.
- ❖ Type the e-mail address of a sender from which you always want to be able to receive messages. Note that you do not need to add e-mail addresses that you've added to your contact list. Those are already considered safe.
- ❖ Click on Add.
- ❖ Repeat this process for each safe address.
- ❖ When finished, click on the Mail tab to return to your Inbox.