**PURPOSE:** The purpose of this procedure is to demonstrate how **unblock junk email in Outlook**.

**Outlook Version:** Outlook Desktop is demonstrated in this procedure, but similar steps can be taken with older versions. This procedure will **ONLY** work on campus.

PROCESS STEP	REFERENCE IMAGE
STEP 1: Open the junk email summary in the Outlook inbox.	Admin Junk Summary         Summary of junk emails blocked - 87 Junk Emails Blocked <https: branding="" junksummary.logotype.png?rand="20141019180546" pics="" soil_walles.st-thomasmore.org=""></https:>
STEP 2: Select the link for <b>VISIT JUNK</b> <b>BOX</b> . When the link is clicked, the browser will open.	To receive any of these mess
	Visit Junk Box
	ACTL_1 Fn
	Unjunk   View Dia
	Unjunk   View Re
STEP 3: Click on ADVANCED	
	Your connection is not secure The owner of sonicwallesst-thomasmore.org has configured their website improperly. To protect your information from being stolen, Firefox has not connected to this website.           Learn more           Report errors like this to help Mozilla identify and block malicious sites             Cor Back
Step 4: Select ADD EXCEPTION	The owner of sonicwalles.st-thomasmore.org has configured their website improperly. To protect your information from being stolen, Firefox has not connected to this website.  Learn more  Report errors like this to help Mozilla identify and block malicious sites  Go Back Advanced
	sonicwalles.st-thomasmore.org uses an invalid security certificate. The certificate is not trusted because it is self-signed. Error code: SEC_ERROR_UNKNOWN_ISSUER Add Exception

Step 5: Select CONFIRM SECURITY	Add Security Exception X
EXCEPTION.	You are about to override how Firefox identifies this site.
	Legitimate banks, stores, and other public sites will not ask you to do this.
	Location: https://sonicwalles.st-thomasmore.org/junkbox?action=hopto&u
	Certificate Status
	This site attempts to identify itself with invalid information.
	Unknown Identity
	The certificate is not trusted because it hasn't been verified as issued by a trusted authority using a secure signature.
	Permanently store this exception
	Confirm Security Exception Cancel
Step 6:	
1: Select the message.	Messages Found
2: Select UNJUNK	Displaying 1 - 13 of 13 (1.954 secs)
	Delete Unjunk
	seminars@info.ve Spam
	seminars@info.ve Spam
	information@ancgr Likely Spam
	no-reply@maxcas Likely Spam
	reports@ixl.com Likely Spam
	srella@icloud.com
	info@dreambox.com Like / Spam
	seminars@info.ve Likely Spam
	info@pc-security.c Likely Spam
	info@flocabulary.c Likely Spam
	support@e.renwe Likely Spam
	seminars@info.ve Spam
	Delete
	Delete

## FAQ: How to Unblock Junk Email from Outlook

Step 7: Select UNJUNK & ADD SENDER	Unjunk Notice.	8
	Send To Confirm message upensage Cick Unjunk and Add Sender Unjunk Unjunk & Add Sender Cance	B
<b>Step 8:</b> This message will appear at the top of the browser.	Junk Box Management / Junk Box Success. Successfully added people addresses. A total of 1 messages were selected. 1 successfully unjunked. Simple Search Mode Items in the Junk Box will be deleted after 15 days	
<b>Step 9:</b> Locate the email in Outlook.	All Unread  Today  IXL [Junk released by User action] IXL Update - Week ending Dece	B <u>r</u> mbe