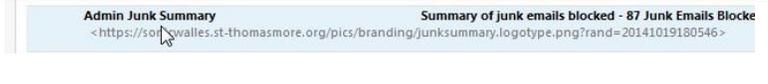
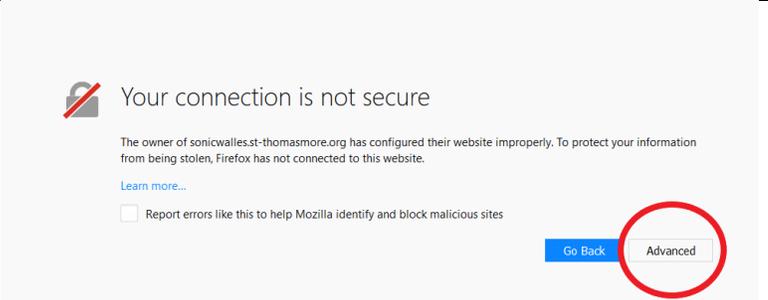
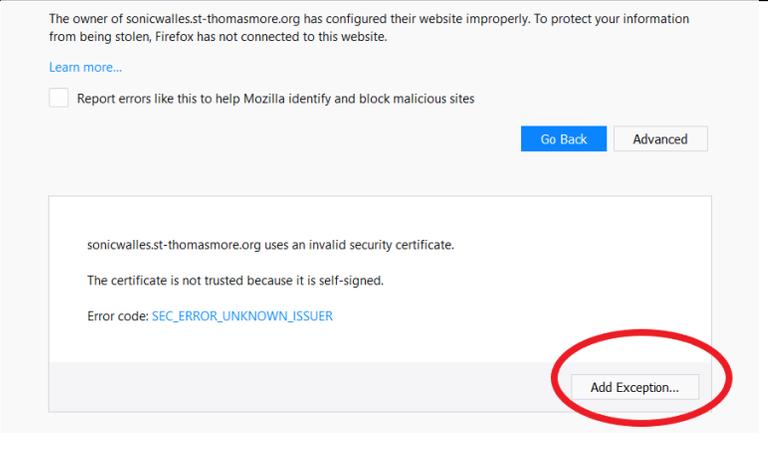
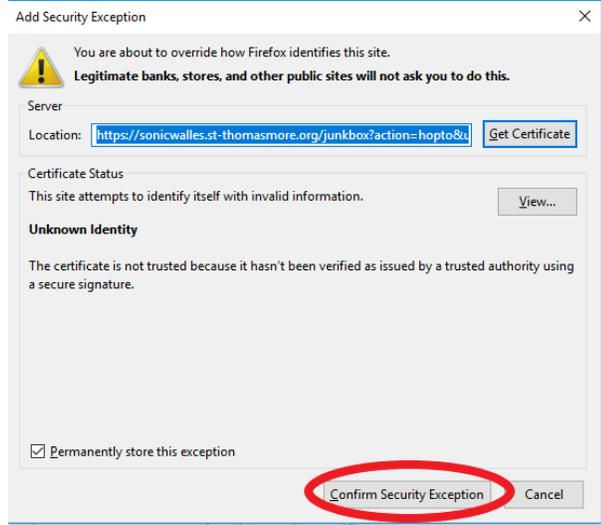


**PURPOSE:** The purpose of this procedure is to demonstrate how **unblock junk email in Outlook**.

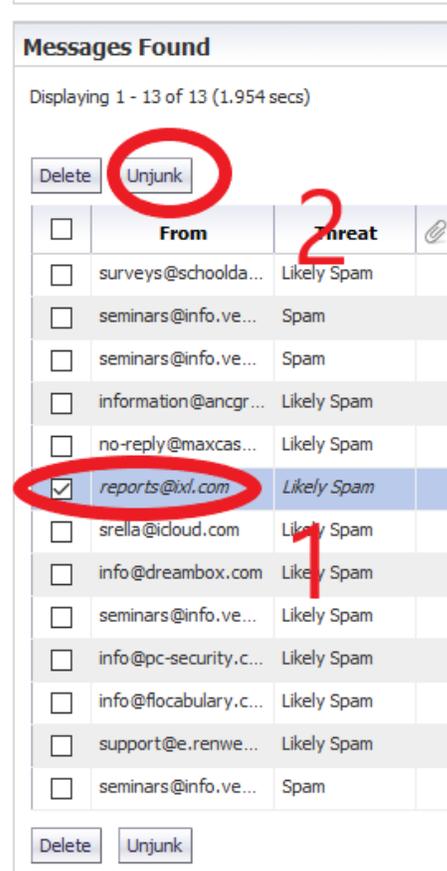
**Outlook Version:** Outlook Desktop is demonstrated in this procedure, but similar steps can be taken with older versions. This procedure will **ONLY** work on campus.

PROCESS STEP	REFERENCE IMAGE
<p>STEP 1: Open the junk email summary in the Outlook inbox.</p>	 <p>Admin Junk Summary Summary of junk emails blocked - 87 Junk Emails Blocked &lt;https://sonicwalle...st-thomasmore.org/pics/branding/junksummary.logotype.png?rand=20141019180546&gt;</p>
<p>STEP 2: Select the link for <b>VISIT JUNK BOX</b>. When the link is clicked, the browser will open.</p>	 <p>The emails listed below have To receive any of these mess Email sent to: mthrom@st Visit Junk Box Action Fr Unjunk   View Re Unjunk   View Di Unjunk   View Re</p>
<p>STEP 3: Click on <b>ADVANCED</b></p>	 <p>Your connection is not secure The owner of sonicwalle...st-thomasmore.org has configured their website improperly. To protect your information from being stolen, Firefox has not connected to this website. Learn more... <input type="checkbox"/> Report errors like this to help Mozilla identify and block malicious sites Go Back Advanced</p>
<p>Step 4: Select <b>ADD EXCEPTION</b></p>	 <p>The owner of sonicwalle...st-thomasmore.org has configured their website improperly. To protect your information from being stolen, Firefox has not connected to this website. Learn more... <input type="checkbox"/> Report errors like this to help Mozilla identify and block malicious sites Go Back Advanced sonicwalle...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...</p>

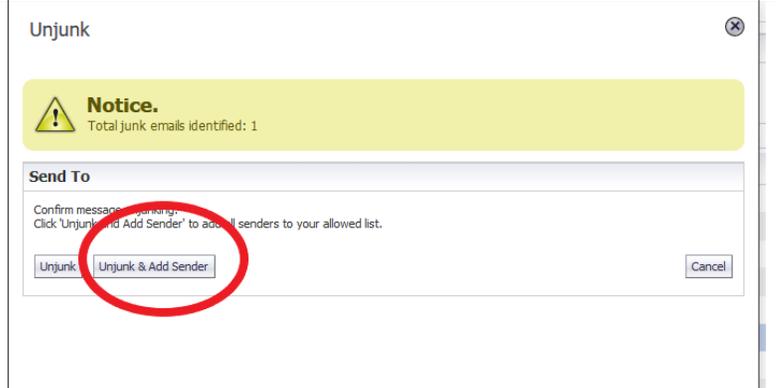
**Step 5: Select CONFIRM SECURITY EXCEPTION.**



**Step 6:**  
**1: Select the message.**  
**2: Select UNJUNK**



**Step 7: Select UNJUNK & ADD SENDER**



**Step 8:** This message will appear at the top of the browser.



**Step 9:** Locate the email in Outlook.

