

Managing Your Junk Email Using the Outlook Web Access Client

1. Navigate to the “Web Access To Outlook Accounts” page at www.wvu.edu/outlook
2. Choose “Click here to login to Outlook web Access”. Note that interface and options on the pages that follow will differ depending upon which operating system and browser you are using:
 - **Outlook Web Access 2003 (Premium)** – Is presented to Microsoft Windows users running Internet Explorer 5.5 or greater. Additional instructions may be found at: http://west.wvu.edu/atus/outlook/2003docs/outlook_web_premium.pdf
 - **Outlook Web Access 2003 (Basic)** – Is presented to users of all other browsers and operating systems. Additional instructions may be found at: http://west.wvu.edu/atus/outlook/2003docs/outlook_web_basic.pdf

Macintosh users please note:

When Mac users login to Outlook Web Access, they should add a **wwu** in front of their username using the format **wwu\username** instead of just entering their username. This will help avoid possible problems moving between pages and following in-line hyperlinks on Western’s pages.



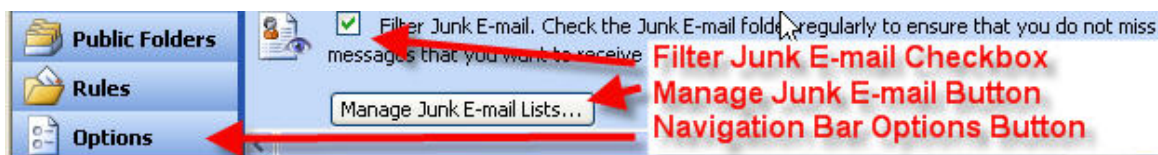
To view this page, you need to log in to area "web.cms.wvu.edu" on web.cms.wvu.edu.
Your log-in information will be sent securely.

Name:

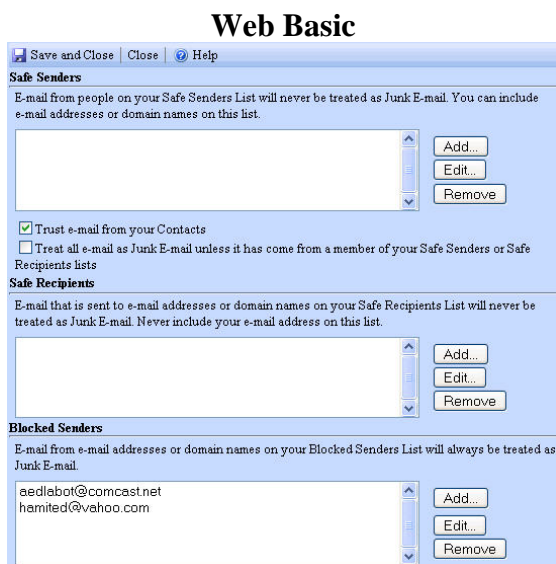
Password:


Remember this password

3. Click on the **Option Button**.
4. Select the check box **Filter Junk E-mail**.
5. Click the **Manage Junk E-mail Lists** button.



6. You will be able to manage your **Safe Senders**, **Safe Recipients** and **Blocked Senders** lists in the window that appears. **Outlook Web Access 2003 (Premium)** users will need to select which list to manage from the “View or Modify list” drop-down menu. Note that the **Safe Recipients** list can be used for addresses of mailing lists that you wish to participate in where the mail is addressed to the list name rather than directly to your address.



7. Use the **Add**, **Edit**, and **Remove** buttons to modify the selected list. You can type in the whole email address or just the domain name (the last part of the address beginning with the @ sign) to choose all senders from a particular location. Using copy and paste makes this work easier.
8. You should enter a check mark in the **Trust e-mail from your Contacts** check box.
9. You can also limit incoming email to only the addresses that you have entered into your safe senders list by placing a check mark in the **Treat all e-mail as junk...** box.
10. When finished **Web Premium** users should click on the **OK** button.
11. All users should then click the **Save and Close** button  at the top of the window to save their work.