Deliver Sender’s Mail to Junk

If you are receiving unwanted mail from a specific person or company you can "block" it. Blocked mail will bypass your Inbox and be placed directly in your Junk folder.

You need to manage your Junk folder! These messages will remain there until you delete them or move them to another folder. Messages that remain in the Junk Mail folder will still be taking up space on the server and, therefore, will affect the size of your mail file.

The Junk folder also provides tools for managing blocked addresses - you can see who is on your Blocked Senders List and you can remove blocked senders from this list as needed.

To Block a Sender or Address
Select the message in your Inbox by clicking it once

- Click More > Deliver Sender’s Mail to Junk
- This will bring you to the following dialog box

![Junk Mail Senders List]

- Deliver to Junk any mail from this sender: announcements@engage.sys1.com
- Deliver to Junk any mail from any address that ends with: @engage.sys1.com

Mail from this address will be delivered directly to your Junk Mail Folder.

- Choose one of the options
- Click OK
Manage Your Junk Folder

- Open the **Junk folder** and review the messages

- To move an e-mail from the Junk folder to another folder click **Folder > Move to Folder**. Select the folder that you'd like to move it to and click **Move**.
- To delete an e-mail from this folder, select the e-mail and click **Delete**.
- To delete all of the e-mails from this folder, click **Delete All**.

Manage the Junk Mail Senders List

If you no longer want to block e-mails from a sender or address you must remove them from the **Junk Mail Senders List**:

- Open the **Junk folder**
- Click the **Manage Junk Mail Senders List** action button. A list of blocked addresses is displayed.

<table>
<thead>
<tr>
<th>Junk Mail Senders List</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incoming mail from the following addresses will be delivered directly to your Junk Mail folder.</td>
</tr>
<tr>
<td>To remove an address or domain from this list, select the sender and click the Remove button.</td>
</tr>
</tbody>
</table>

  Select the sender that you want to unblock and click the **Remove** button.

  Click **OK**