

To check your junk mail options in Outlook do the following. Your default setting should be the settings in the picture below.

1. Open your Outlook email
2. Click Actions in the menu bar
3. Click Junk e-mail
4. Click Junk email options
5. Make sure that you see the screen below if you do not click the Options tab on the screen.
6. Make sure that you have the settings in the picture and click OK

