

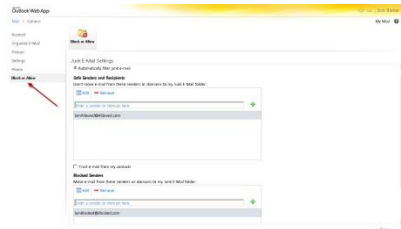
Managing Junk E-Mail Settings in the Outlook Web App

You can modify your Safe Senders and Recipients Lists, as well as your Blocked Senders List using the Outlook Web App.

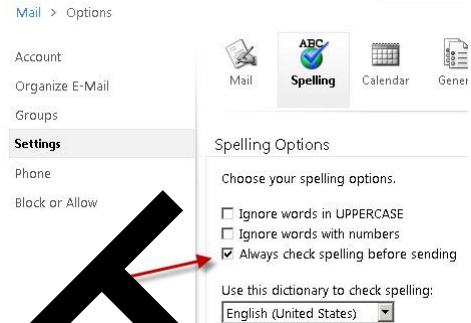
1. On the Mail Screen, select Options -> See All Options...



2. Select the "Block or Allow" option on the left. From here you can edit people who are able to send you email, as well as those that are blocked. You can also turn off Junk E-Mail filtering as a whole by selecting "Don't move e-mail to my Junk E-Mail folder."

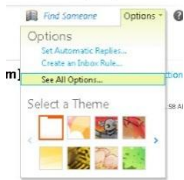


2. Click on "Settings" on the left and "Spelling" at the top. Here you can turn on the Spell Check feature as well as make some small changes.

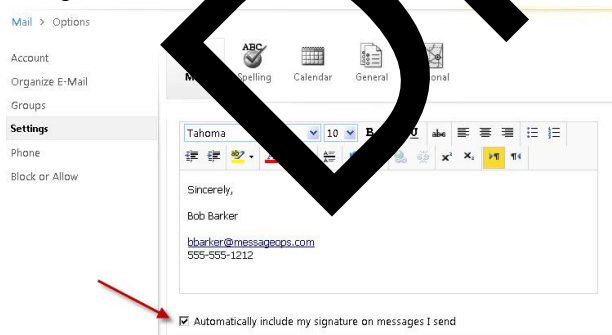


Creating a Custom E-Mail Signature using the Outlook Web App

1. On the Mail Screen, select Options -> See All Options...



2. Select "Settings" on the left and then the "Spelling" option. Here you can create a custom signature with your contact information. To apply the signature, select "Automatically include my signature on messages I send"



3. Click "Save" at the bottom right of the screen to apply.



Adjusting your Spell Check Options

1. On the Mail Screen, select Options -> See All Options...