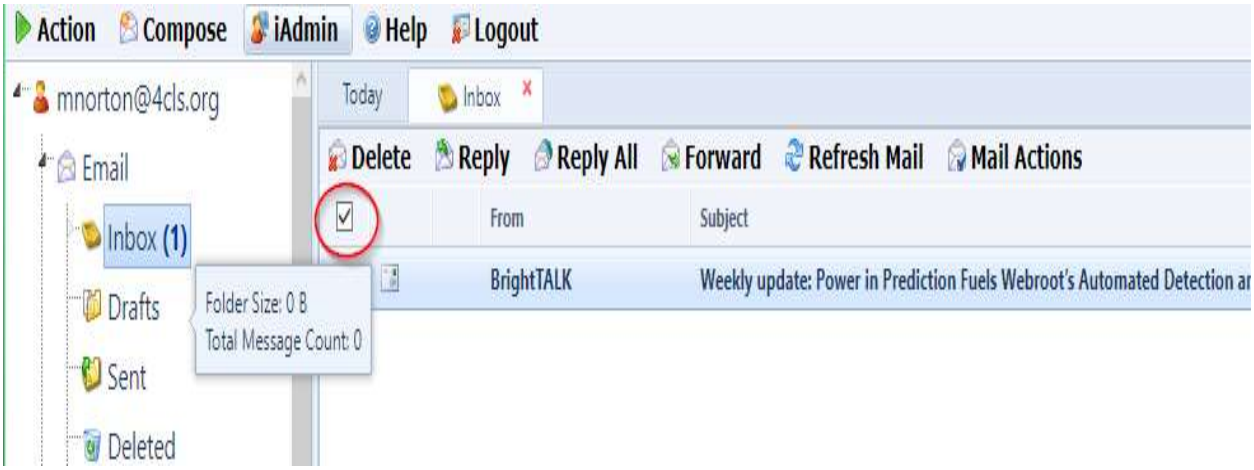
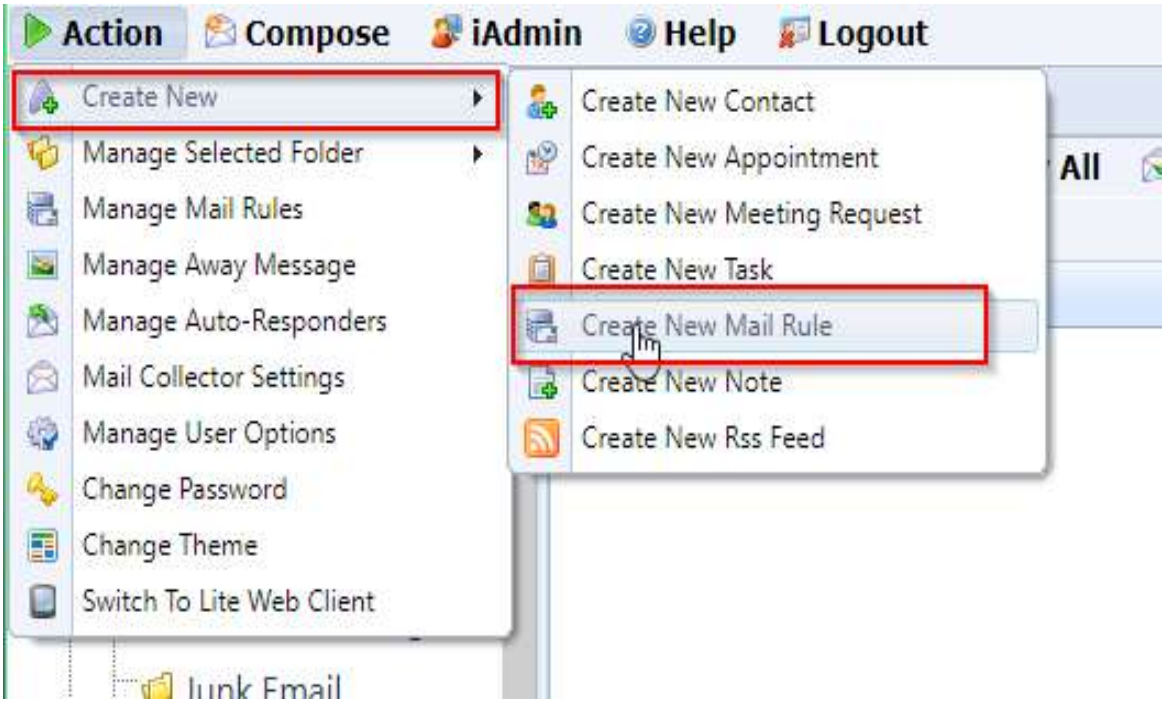
How to permanently block SPAM email addresses

This is intended to block addresses on the browser. The reason you want to do this in the browser is outlook should sync to your email account but sometimes it doesn't and using the browser WILL enforce the block.

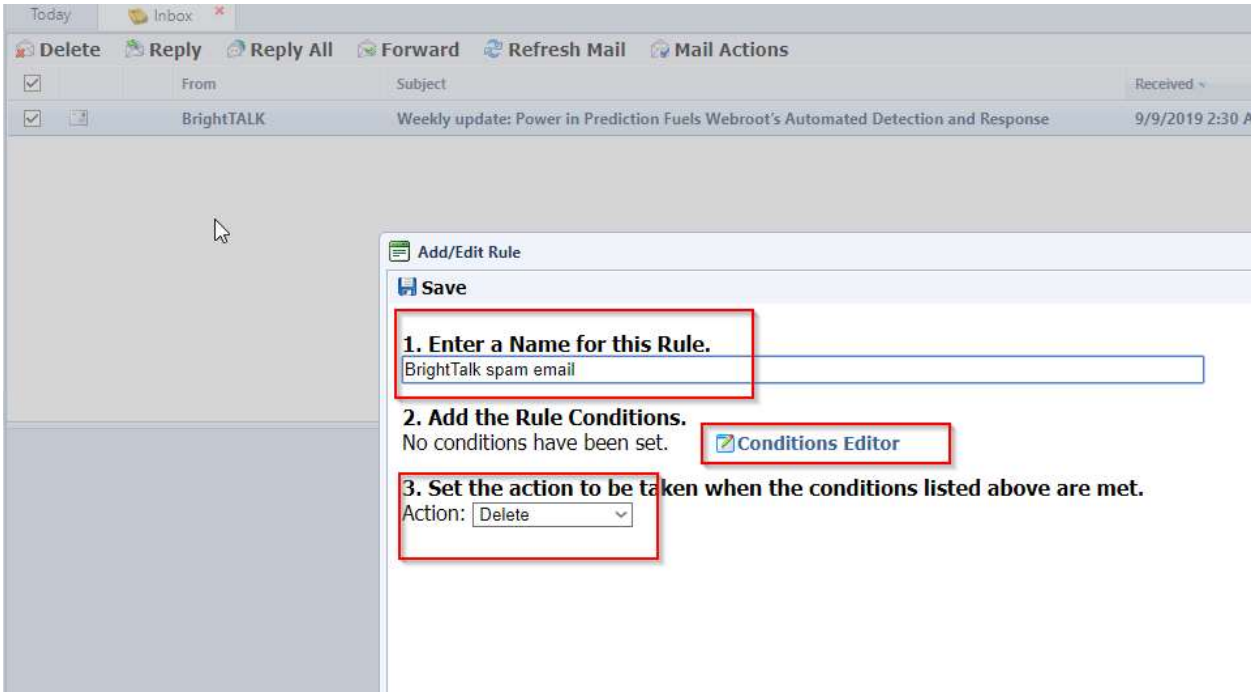
1) **When you get an email that is spam you want to right click on the left box**



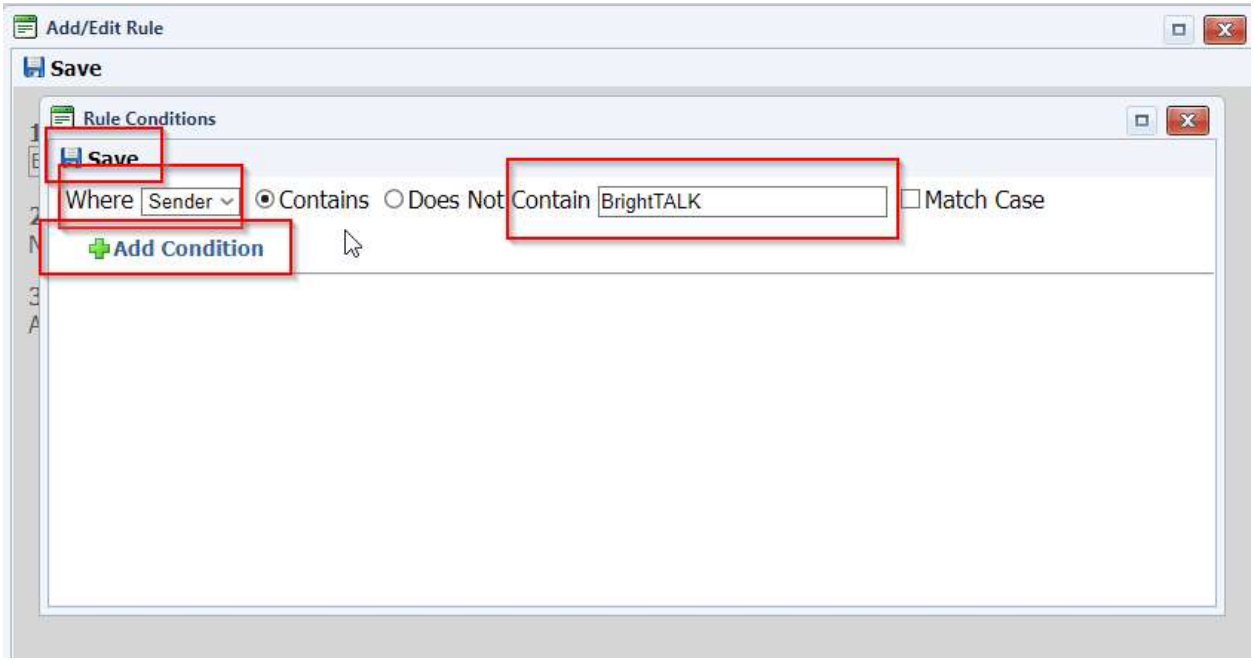
2) **While the box of the email is checked go to Actions then Create new then Create new mail rule.**



3) **Then when the box opens you want to enter the following information. Enter a new name for this rule, under option 3 to delete or block (up to you on that one), and then select conditions editor.**



4) In the Conditions editor you will want to add condition and mark sender in the where and in the input box, type in the email address that you want to block , if you cannot get the email address , you will want to just type in whatever is from the FROM section. This is going to add the condition to the rule and then make sure you select ***SAVE***. The same rule is for blocking content just change the input and the where to subject or body.



LAST STEP) This will send you back to the previous screen. You will want to confirm your settings and check the Add conditions rule and box 3 for how you want to set this rule. And then finally hit save. This will block the sender or subject email from coming in your inbox and will automatically be deleted.

