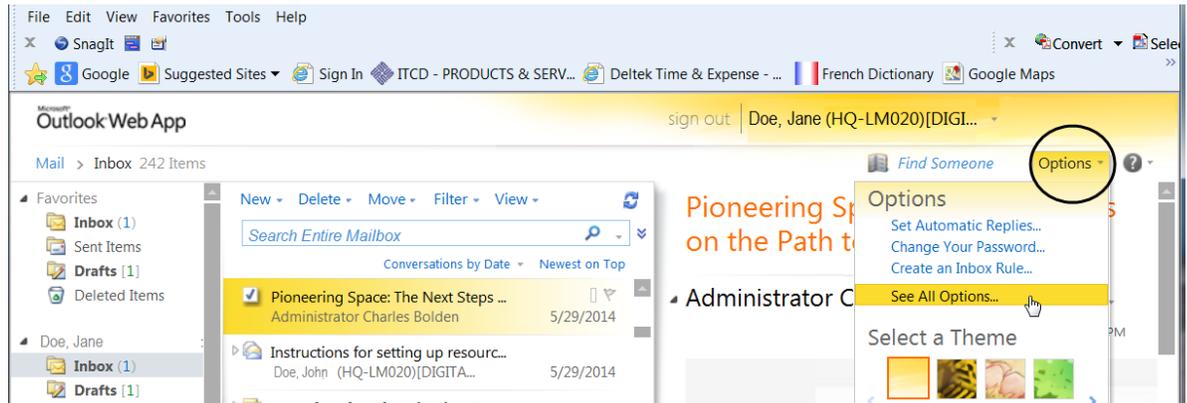


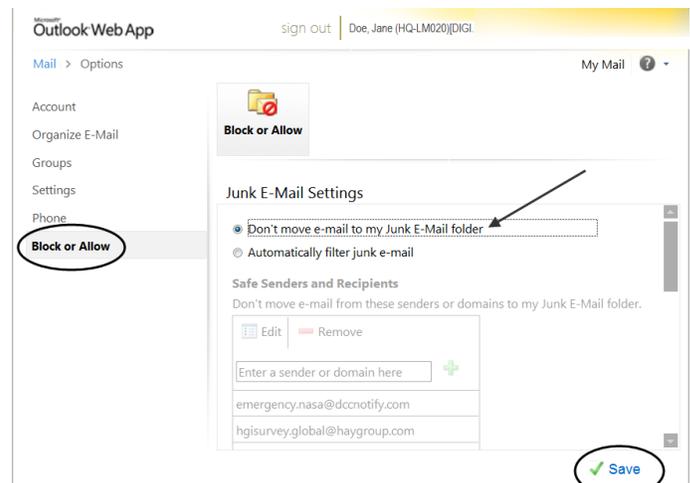
In addition to turning off the Junk Mail Filter in Outlook WebApp (OWA), users must also turn off junk mail filtering within the Outlook client. OWA looks and performs the same in both Windows and Macintosh.

To turn off the Junk Filter through OWA, perform the following steps:

1. Log in to Outlook WebApp at <http://itcd.hq.nasa.gov/OWA.html>
2. At the top-right, from the **Options** menu, select **See All Options**.



3. From the list of Options on the left, select **Block or Allow**.
4. Under **Junk E-Mail Settings**, select **Don't move e-mail to my Junk E-Mail folder**.
5. In the lower-right corner, click **Save**.



Official NOMAD training materials and documentation are available at:
<http://nomadinternal.nasa.gov/nomad/documentation.html>

Turning off The Junk Filter in Outlook Web Access (OWA)

For assistance, contact the Enterprise Service Desk (ESD): Submit a ticket online at esd.nasa.gov, or call 358-HELP (4357) or 1-866-4NASAHQ (462-7247).

*This document is posted on the ITCD Web site at:
<http://itcd.hq.nasa.gov/instructions.html>*