



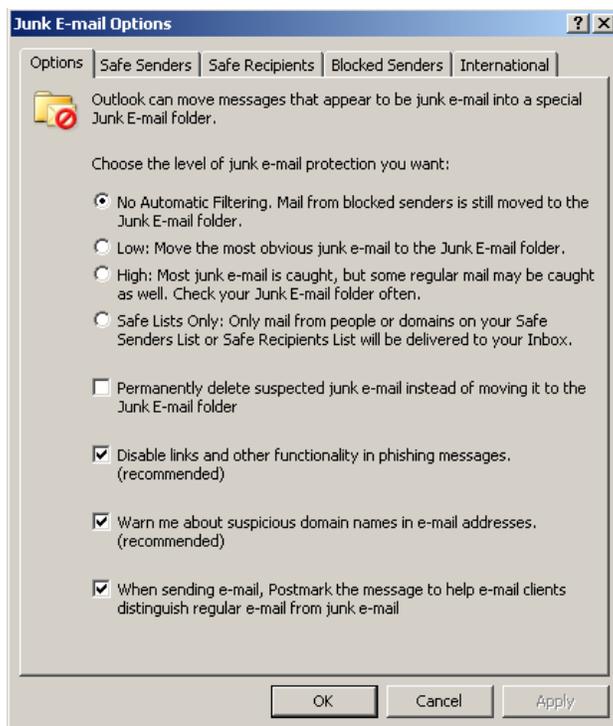
How to Turn Off the Junk Filter in Outlook 2007

Outlook 2007 customers using the Aggressive or Regular Quarantine Proofpoint filtering option are advised to turn off Junk Mail Filtering. If you are unsure which Proofpoint policy you have selected, please read the document at

<https://www.odin.lmit.com/nomad/proofpoint/ProofpointPolicies.pdf>

To turn off the Junk Filter in Outlook 2007, perform the following steps:

1. Open Outlook 2007
2. Click **Tools** from the menu bar
3. Scroll down and click **Options**
4. Click the button that says **Junk E-mail**
5. Select the radio button that says “**No Automatic Filtering.**”



6. Click **OK**.

Note: Although this turns off the automatic Junk E-mail Filter, Microsoft Outlook 2007 will continue to evaluate messages by using domain names and e-mail addresses on your **Blocked Senders List**. Messages from blocked senders will continue to be moved to your **Junk E-mail** folder. If you wish, you may remove the addresses from your blocked senders list by selecting the **Blocked Senders** tab (see screen shot above), selecting the entries you want to delete, and clicking **Remove**.

Additionally, it is advisable to turn off Junk Mail Filtering on the server which can be done through Outlook Web Access (OWA) at

<https://www.odin.lmit.com/nomad/documents/TurnOffJunkFilterOutlookWebAccess.pdf>