

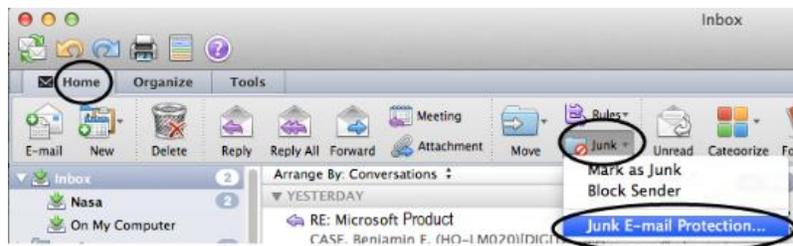
### Turn off Junk Filter on the Server

For information on how to turn off Junk Mail Filtering on the server using Outlook Web Access (OWA), see the following: [http://itcd.hq.nasa.gov/documents/junk\\_off\\_OWA.pdf](http://itcd.hq.nasa.gov/documents/junk_off_OWA.pdf)

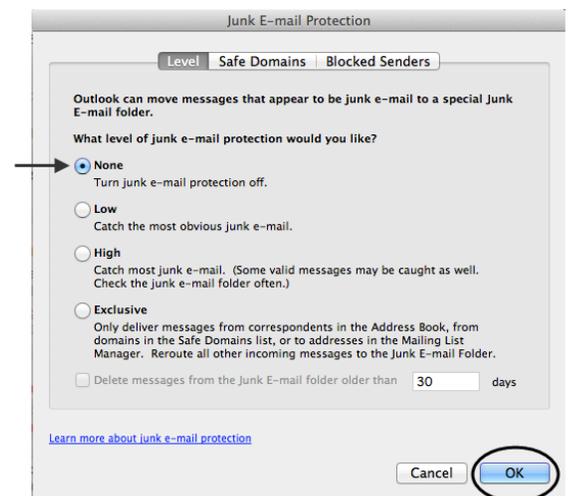
### Turn off Junk Filter in Outlook 2011 for Macintosh

To turn off the Junk Filter in Outlook 2011 on a Macintosh computer, perform the following steps:

1. Open Outlook 2011.
2. On the **Home** tab, from the **Junk** menu, select **Junk E-mail Protection...**



3. On the **Junk E-mail Protection** window, from the **Level** tab, select the radio button for **None: Turn junk e-mail protection off** | Click **OK**.



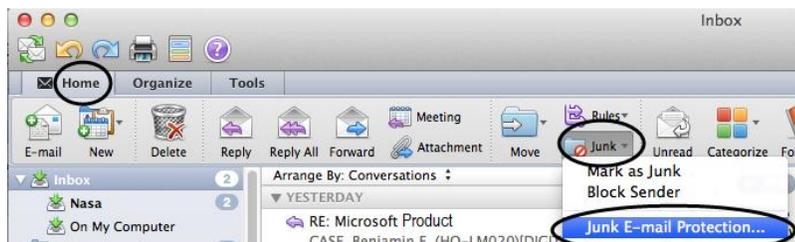
Although this turns off the automatic Junk E-mail Filter, Outlook 2011 continues to evaluate messages by using domain names and e-mail addresses on your **Blocked Senders** list. Messages from blocked senders will continue to be moved to your **Junk E-mail** folder. See [Remove Address from Blocked Senders List](#).

# Turning off The Junk Filter – Outlook 2011 for Macintosh

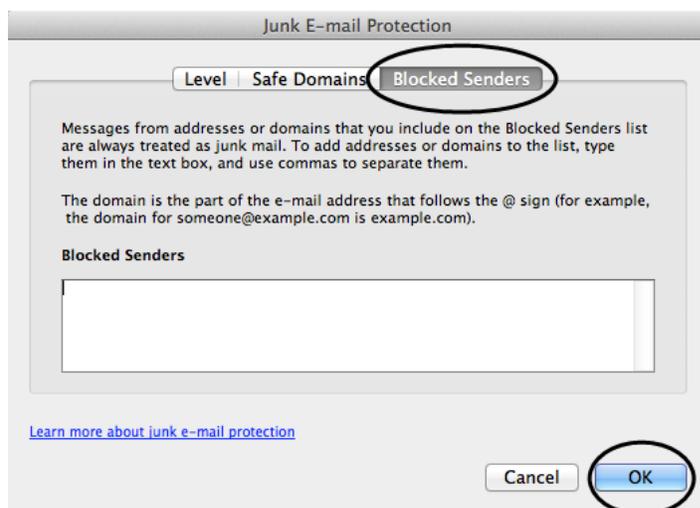
## Remove Address from Blocked Senders List

To remove addresses from your blocked senders list:

1. Open Outlook 2011.
2. On the **Home** tab, from the **Junk** menu, select **Junk E-mail Protection...**



3. On the **Junk E-mail Protection** window, click the **Blocked Senders** tab.
4. From the **Blocked Senders** text box, delete address as appropriate | Click **OK**.



For assistance, contact the Enterprise Service Desk (ESD): Submit a ticket online at [esd.nasa.gov](http://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>*