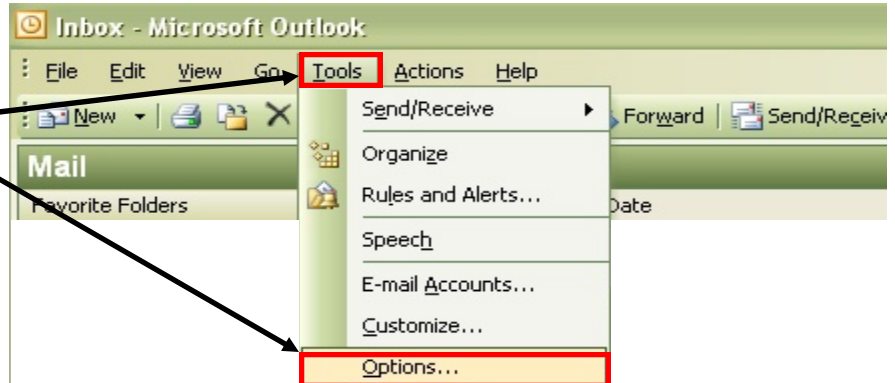


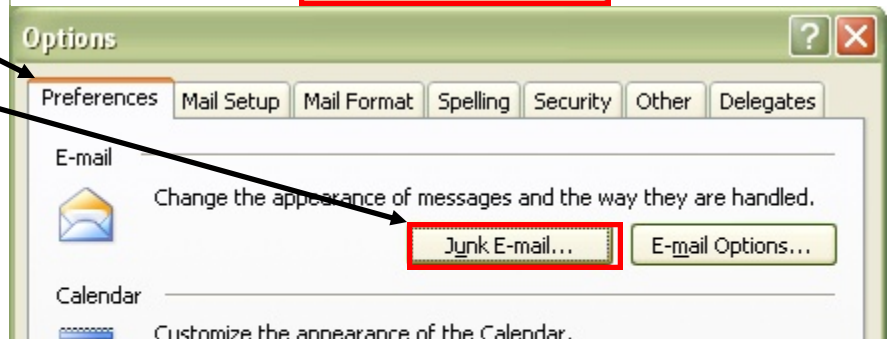
Utilizing Your Junk Email Filters

Outlook provides filters for many of the junk emails that users receive regularly. Using the junk email filter is simple.

To get to your junk email filters, click on the "Tools" menu and click "Options".



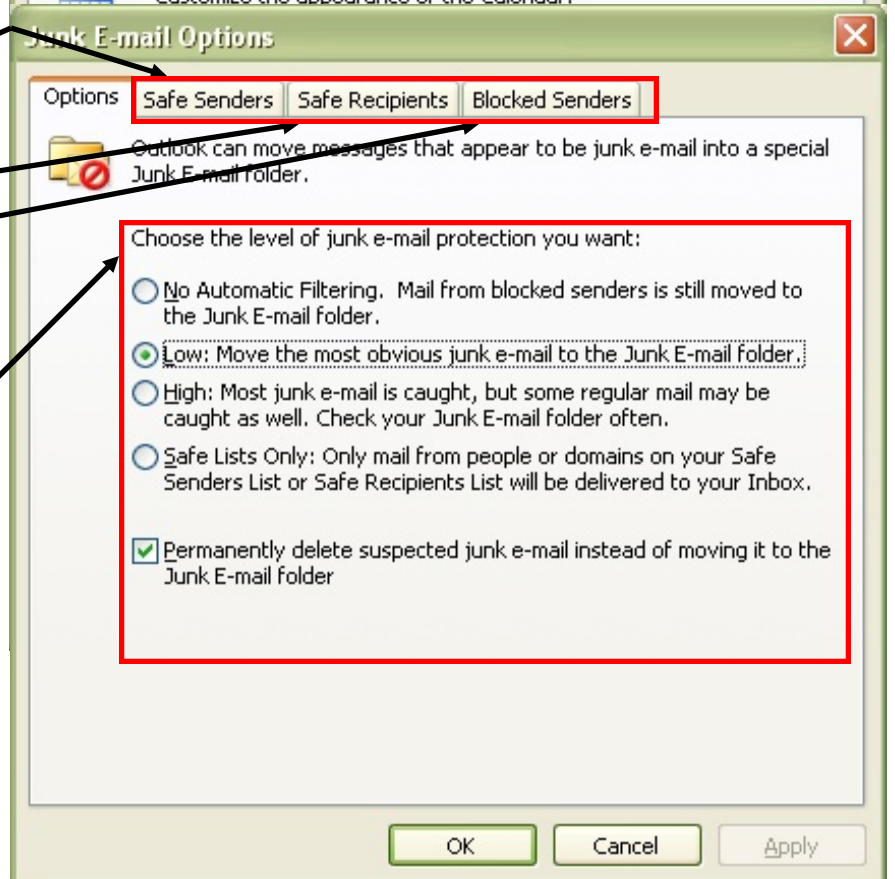
In the "Preferences" tab, click on the "Junk E-Mail" button.



Here, you can choose, from several options, how to filter your junk mail.

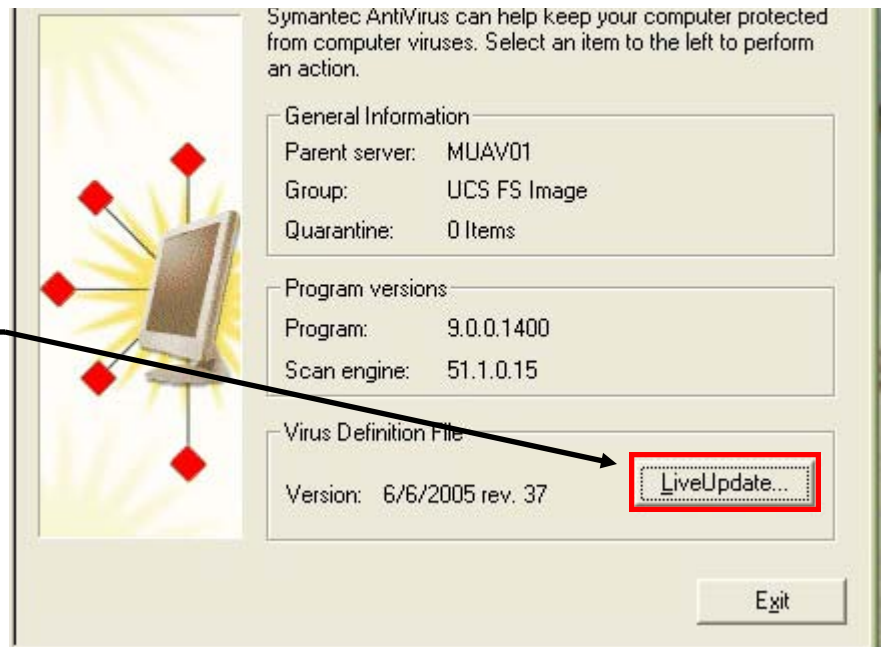
Here You can specify "Safe Senders".

"Safe Recipients" and "Blocked Senders".

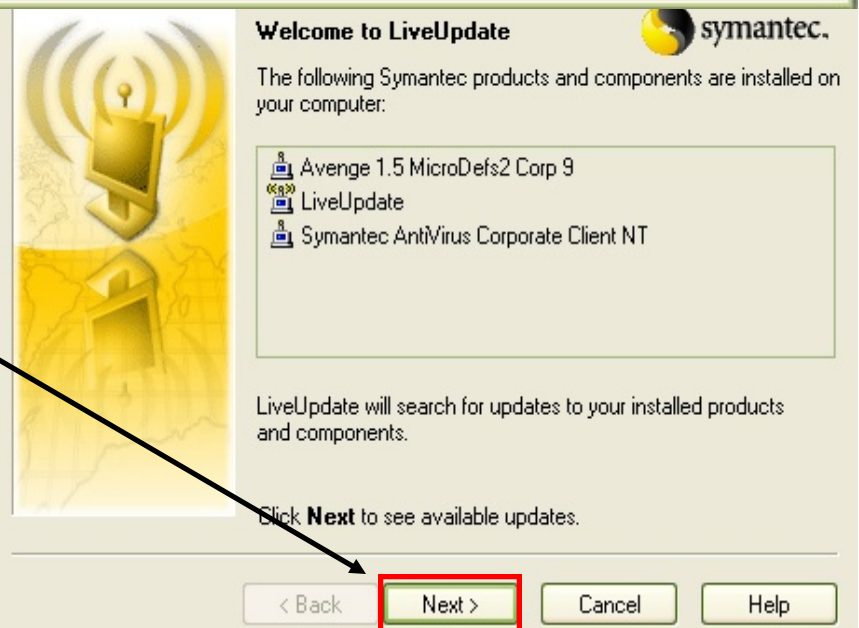


You can also set the general level of filtering that is set on your email client.

Once you have the anti-virus client open, click on the "LiveUpdate" button.



The LiveUpdate window will appear, click "Next" to look for updates.



If you have updates to install, you will be notified and will click "Next". After the process is finished, click the "Finish" button.

