

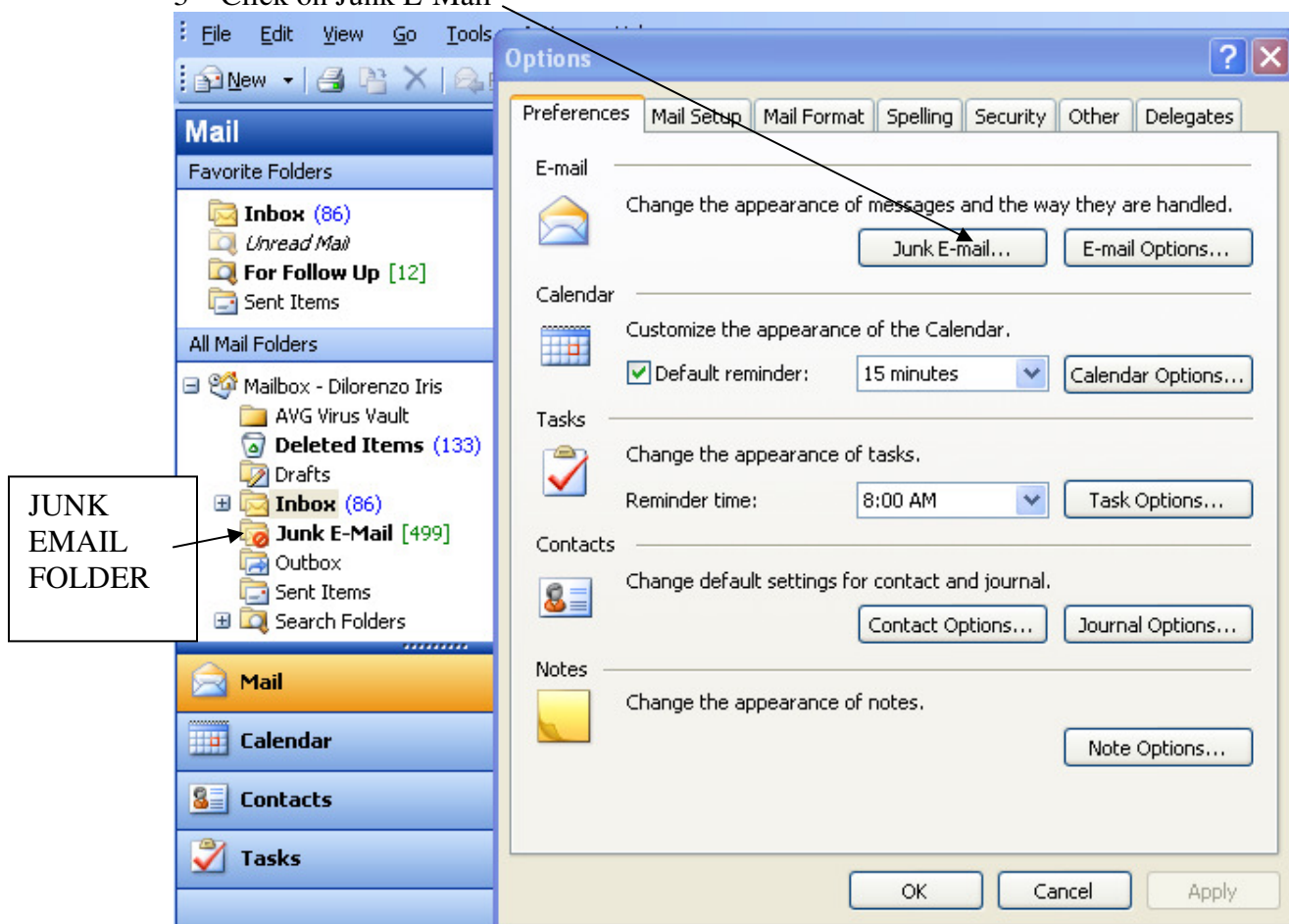
**Hempstead Public Schools**  
**Technology Tips**  
**Outlook # 1**

**Junk E-Mail**

If you are getting a lot junk mail, you can modify the setting yourself.

Do the following:

- 1- Go to Outlook
- 2- Go to Tools-Options
- 3- Click on Junk E-Mail



4 - Choose a level of junk email protection. You can modify it if you think it is not working for you. Remember, sometimes legit amity emails are placed in your junk mail folder. Scan your junk mail folder to insure you do not miss important emails.

