Gmail – How to stop mail from going to Junk/Spam Outlook Version

VDOT Virginia Department of Transportation

CADD Support

- Open Outlook
- On the 'Home' tab – click 'Junk'

- Click 'Junk E-mail Options'
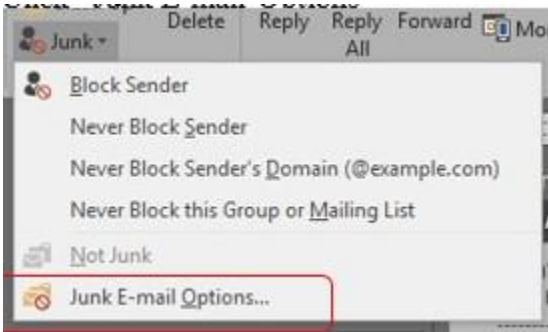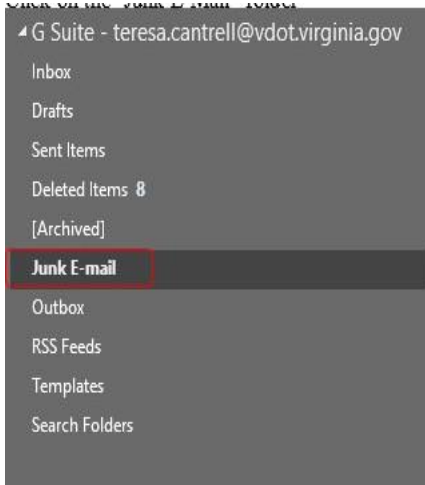

- Choose the 'No Automatic Filtering'

- Click Ok
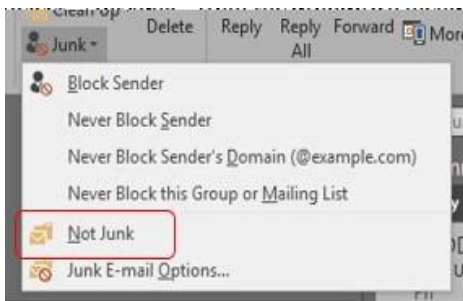- All e-mail messages will be received regularly

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Another way to stop e-mails from going to spam/junk is below.

- Open Outlook
- Click on the 'Junk E-Mail folder

- Click on the 'Home' tab
- Click 'Junk'
- Select 'Not Junk' from the dropdown menu

- After clicking 'Not Junk' a Mark as Not Junk dialog will need to check 'Always trust email from abc@123.com'

- Click Ok