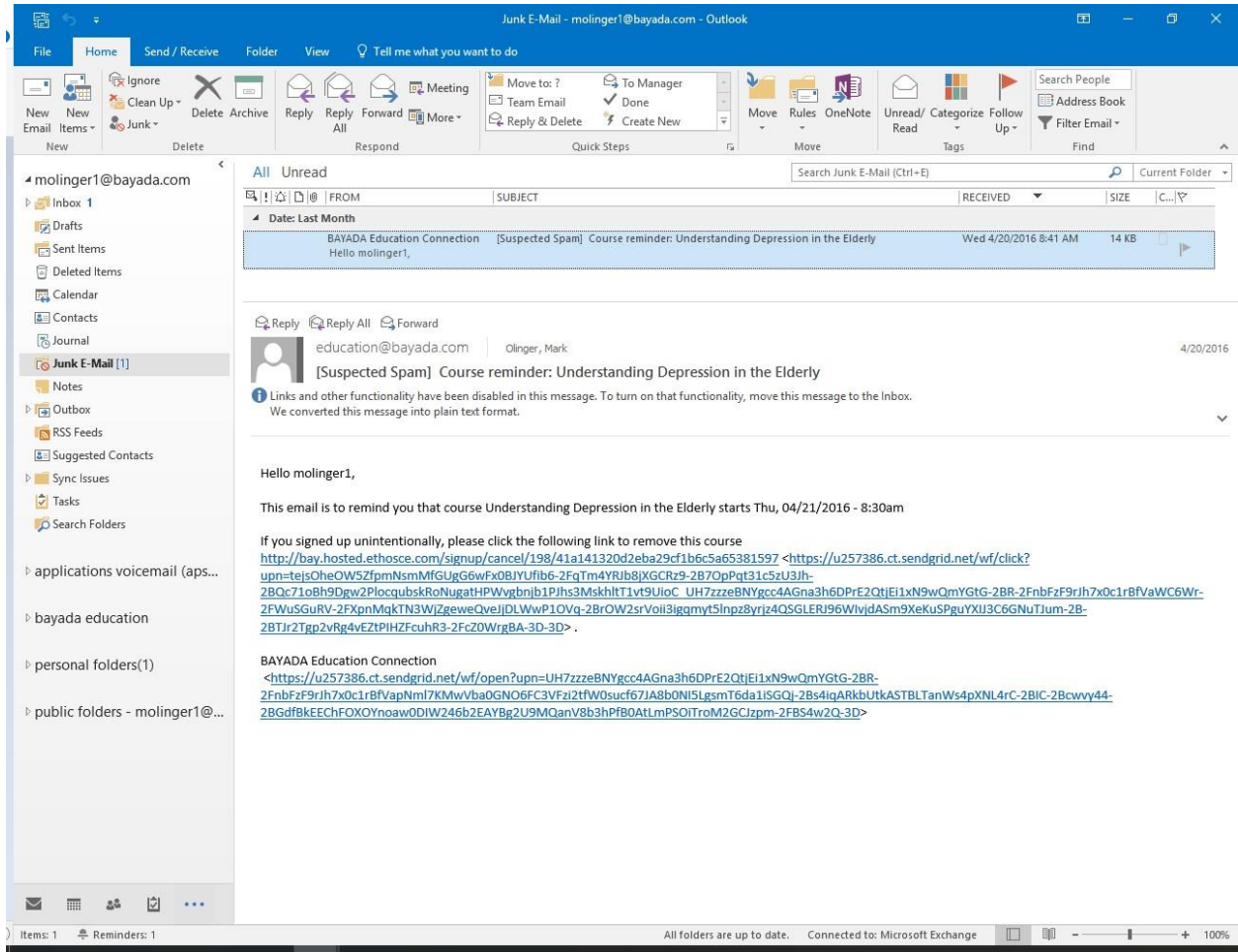


Junk E-mail Options in Outlook

1. E-mail communication from **BAYADA Education Connection** may be flagged as spam and sent to your **Junk E-mail** folder instead of your **Inbox**.



- 1.1. If the e-mail is sent to your **Junk E-mail** folder, you can select the e-mail and drag and drop it into your **Inbox**.

- 1.1.1. Doing this will move the e-mail from your **Junk E-mail** folder to your **Inbox**; However, this only applies to the current e-mail and will not prevent future e-mails from being flagged as spam.

1.1.1.1. In order to prevent future e-mails from being filtered as spam, you can choose to **Never Block the Sender's Domain** which would allow e-mail from any **@bayada.com** e-mail address.

1.1.1.1.1. This option can be found by clicking on the **Junk** menu and selecting the 3rd option in the list. Once this has been clicked a confirmation box will appear to inform you that **@bayada.com** has been added to your **Safe Senders List**.

