Overview:

Learn how to change your junk email settings for Office 365 Outlook. Click [here](#) to view more information about spam and phishing.

- Outlook for Windows Client
- Outlook Web App (OWA)
- Outlook 2016 for Mac

Outlook for Windows Client:

1. While on the **Home** tab, click on **Junk**.
   
   ![Junk tab](image)

2. From here, you can choose to block a sender or never block a sender. You can also click on **Junk E-mail Options** to change the level of junk email protection you want, specify safe and blocked senders, and more.

Outlook Web App (OWA):

1. Sign into Outlook Web App with your Login credentials: [outlook.com/mail.wvu.edu](http://outlook.com/mail.wvu.edu).
2. Click on the **Settings** gear in the top-right area. The gear looks like this:

   ![Settings gear](image)

3. Click **Mail** in the lower-right area.
4. On the left side of the screen, click **Block or allow**. This is under **Mail** and then **Accounts**.

**Outlook 2016 for Mac:**

1. Click **Junk**.
2. From here, you can click **Junk** or **Block Sender**.

If you attempt to mark a sender as being Junk, but continue to see messages from that sender in your Inbox area, we suggest managing your Junk email list through **Outlook Web App**.