

## Junk Email Folder Tutorial

### Outlook from the Portal -- Page 1 Outlook 2019 from a desktop – Page 2

#### If using the Outlook available from the Portal Homepage

Once you have been migrated to the new updated Microsoft Outlook, Outlook tries its best to sort away spam email away into a Junk Email Folder to save you time during your day. From the Portal accessible version, you can find it under



It is worth checking the Junk Email Folder, because while Outlook does try its very best, sometimes Outlook flags items that should go to Inbox or one of your other specified folders. Thus, just remember to check this location once a week or so and train your Outlook to work for you by selecting an email and designating it either  Junk  or (while in the Junk Email Folder)  Not junk respectively from the top bar, as shown below:

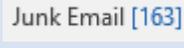


## If using the Desktop version Outlook 2019

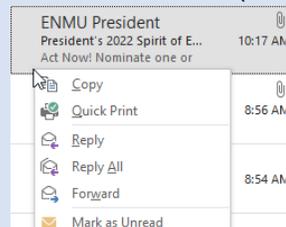
-On the left-hand side left-click  which is located among the following group of Icons (Orientation may vary)

-Left-click , which is located amongst the following icon group

-Left-click  <YourEmailHere> @enmu.edu

-Finally left-click on  Junk Email [163] under the email account of interest. (The number in blue will vary)

Another feature available to you while you are in your Inbox Folder (  ) is the ability to right-click on an email within your inbox.



The 'Junk' option within this menu area allows you to designate particular senders to always go to the Junk folder, as seen to the right: 

Find out how else you can manage your updated Outlook from Microsoft's resource page located below:  
<https://support.microsoft.com/en-us/topic/19eee6b9-09a1-4db6-b5d6-37644190884f>

To see additional tech tips visit:  
[ENMU ITS Weekly Tech Tips](#)

If you need any assistance or have questions, please contact the Help Desk  
via Teams by clicking [Here](#)  
via phone at: **575-562-4357**  
via email at: [Help.Desk@enmu.edu](mailto:Help.Desk@enmu.edu)

–ENMU Portales ITS Technical Trainer