

Removing junk emails from your inbox ^[1]

May 14, 2020 by [UIS Communications](#) ^[2]

As intuitive as Outlook rules are, some junk mail will always make its way past the filter. While you can simply delete each message, there is a way to identify messages as junk and keep them out of your inbox for good.

To mark a message as junk, right click the message in the preview pane and locate the **Junk** option. From there, you can select a variety of options – including **Block a Sender**, ensuring those emails do not continue to clutter your inbox.

[computer help](#) ^[3], [Microsoft](#) ^[4], [email](#) ^[5]

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