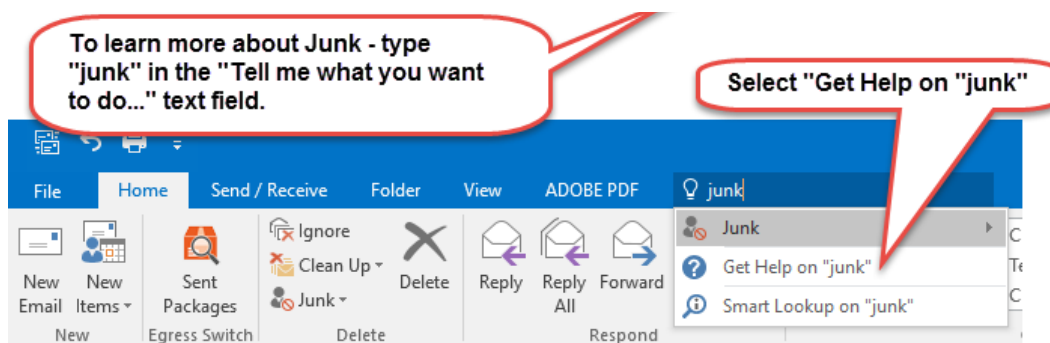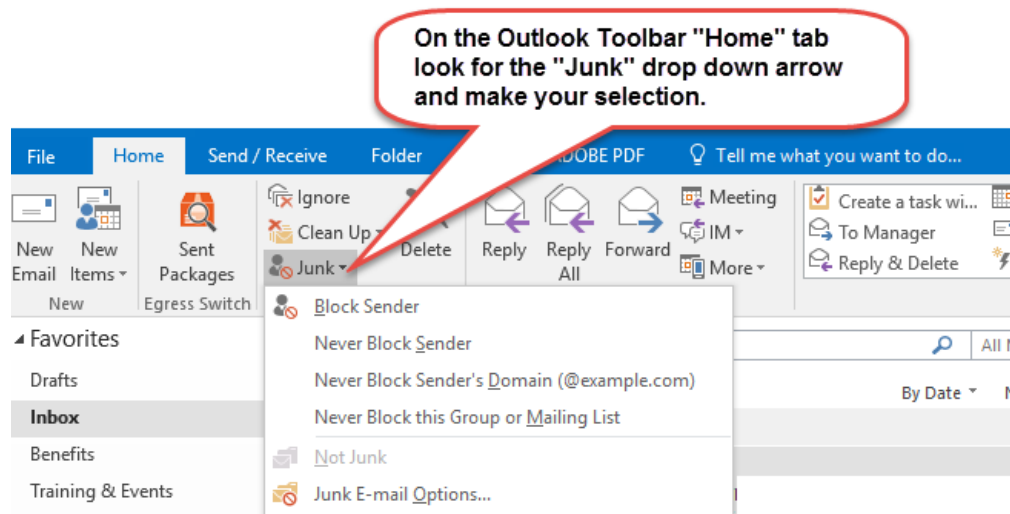# Managing e-Mail Spam— Using Outlook Junk Mail

Using Outlook to identify Spam as Junk Mail is another way to manage your mailbox. You must be in a "Cached Exchange Mode" to use the Junk Mail feature of Outlook.

If you use Cached Exchange Mode or download to an Outlook Data File (.pst) the Junk E-mail Filter Lists are saved on the server and are available from any computer. The filter lists are also used by the server to evaluate messages. This means that if a sender appears in your Blocked Senders List, then messages from that sender are moved to the Junk E-mail folder on the server, and they aren't evaluated by Outlook.

On the Outlook Toolbar "Home" tab look for the "Junk" drop down arrow and make your selection.

To learn more about Junk - type "junk" in the "Tell me what you want to do..." text field.

Select "Get Help on "junk"

For additional guidance contact your IT support or the DTI Service Desk.