

How to block email from a specific sender

Here is how to block email from a specific sender in Outlook.

1. In your Inbox, right-click the email from a sender you want to block and select “Create Rule”.
2. Under “When I get email...”, check off the first box which should be the sender’s name.
3. Under “Do the following”, check off “Move e-mail to folder”. The default folder will be “Junk E-mail”.
4. Click OK to save the rule. The next email you get from that sender should end up in your Junk E-mail folder so you won’t have to look at it.