## Junk Mail Handling

Use Junk Mail Handling to decide what to do with unwanted email that is sent to your GroupWise email address. Junk Mail Handling does not apply to email from a sender that is part of your GroupWise system.

### Junk Mail Handling allows you to:
- Modify Junk Mail Handling lists and settings
- Block or junk email from a user
- Junk email from users not in a personal address book **(not recommended)**
- Automatically delete items from the Junk Mail folder

### To send an email to a Junk Mail list:
Right-click on the email and choose:
- Trust sender…
- Junk sender…
- Block sender…
- Choose Junk Mail Handling to change your settings or view contents of a list

**Enable Junk List**
Creates a Junk Mail folder in your folder list. You control what email addresses are on the Junk List.

Automatically move items from the Junk Mail folder to the Trash. Default is 14 days.

Block email from addresses that you place on the Block List.