

To block unwanted emails

1. Carefully **Right Click** on any unwanted email >
2. Highlight **Junk** >
3. Select **Block Sender** (as shown below) >
4. Confirm Message **OK** (the email will disappear and go to your Junk Folder)

The screenshot shows an Outlook email interface. On the left, a context menu is open for an email from David T (Accounts Payable). The menu items include Copy, Quick Print, Reply, Reply All, Forward, Mark as Unread, Categorize, Follow Up, Assign Policy, Find Related, Quick Steps, Set Quick Actions..., Rules, Move, OneNote, Move to Focused, Always Move to Focused, Ignore, and Block Sender. The 'Block Sender' option is highlighted at the bottom of the menu. The main email content shows a message from David T (Accounts Payable) <system@ipayment.com> to Craig Reinhardt, dated January 10, 2022. The message includes a warning that it was sent with high importance and an attachment named ATT63596.html (495 bytes). A green banner below the attachment states: 'This sender has been verified from Ucpark safe senders list.' The email body contains a Microsoft logo and the text 'New Fax Received For Craig'. Below this, it says 'You have a new Fax document from Xerox Scanner.' and provides details in a table:

Pages	2 Full scanned /HTML File.
Received	4:49:31 PM, January 10, 2022
Remote ID	3905273

Below the table, it says: 'To view Fax messages, open the attachment and login with your craig@ucpcark.org email to authenticate viewer and enable instant access to all your fax messages on the go.'