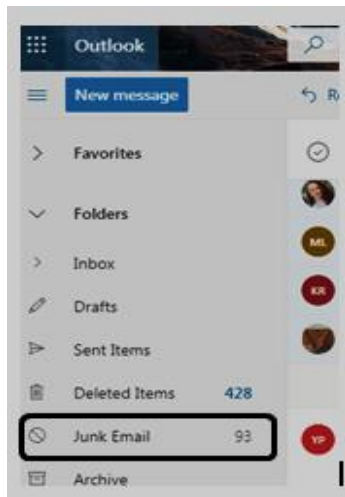




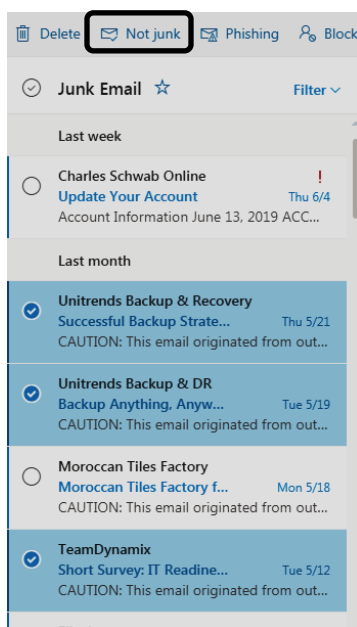
Wharton County Junior College

How to Check Your WCJC Outlook 365 Junk Folder

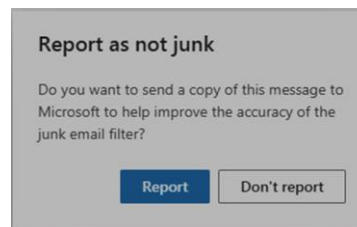
Expecting emails from your Students, Colleagues, Vendors, that never hit your Inbox?



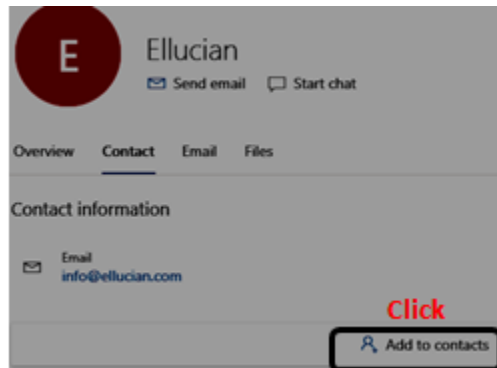
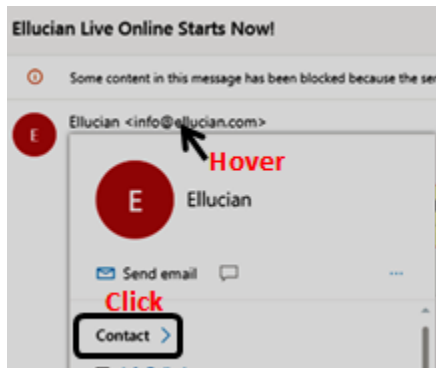
1. Check your “Junk” folder by scrolling down the left pane of your email window and click the folder “**Junk Email**”.



2. As you browse through your “Junk” emails click on the radio button of the emails that are not “Junk” then simply click “Not Junk” at the top of the page.



3. A pop-up will ask if you want to report the email as “Not Junk” to Microsoft. Click “Don't report”.



To further ensure delivery to your Inbox for future messages, hover your cursor over the senders name and click “**Contact**” then “**Add to contacts**”

For additional help, please contact the IT Help Desk at 979-532-6568.