Mark an Email Message as Not Junk in Outlook 2013

It is a good idea to regularly review messages in the Junk Email folder to check for messages that were incorrectly classified as junk. If you find a message that is not junk, drag it back to the Inbox or any folder. You can also mark the item as not junk by doing the following:

1. Launch Outlook and go to your Inbox. In Mail, click the Junk E-mail folder in the Navigation Pane on the left.

2. In the message list, click any message that you want to mark as not junk.

3. On the Home tab, click Junk, and then click Not Junk.
4. In the **Mark as Not Junk** dialog box:

- if you want to always trust the email sent from this address, please **check** the Always trust e-mail from “xxx@xxx.com” box;

- And if you check the box under Always trust e-mail sent to the following addresses, all emails which send to this email account are treated as normal;

Click **OK** to exit this dialog box.

Then the junk email is marked as not junk and moved to its original folder automatically.

**Keyboard shortcut**   *To mark a message as not junk, select the message, and then press CTRL+ALT+J.*