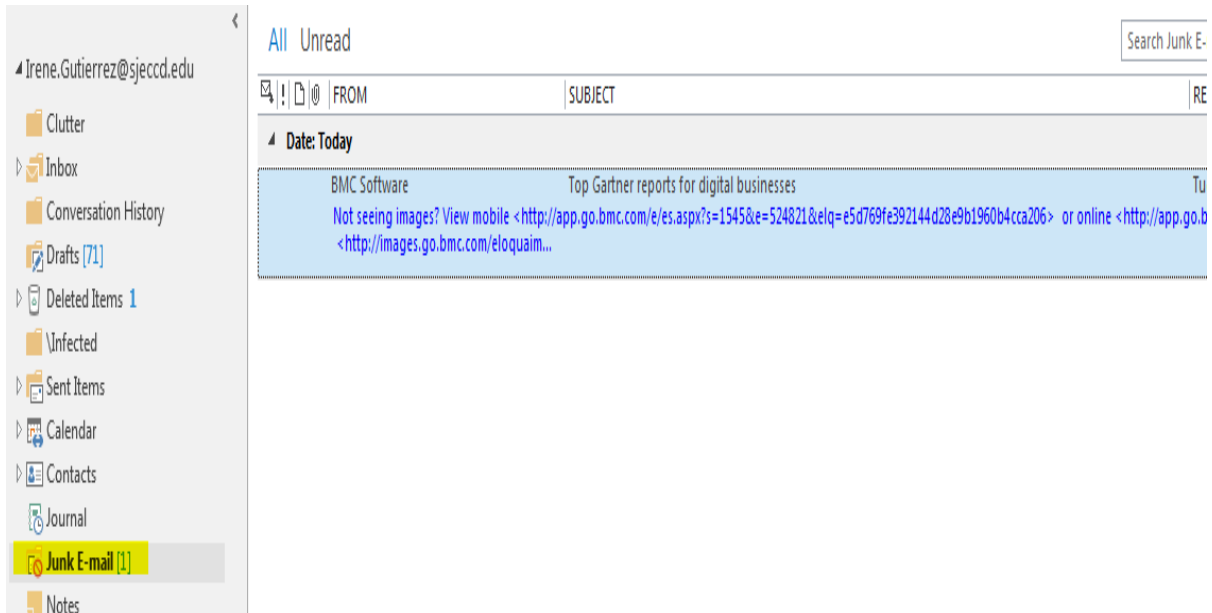


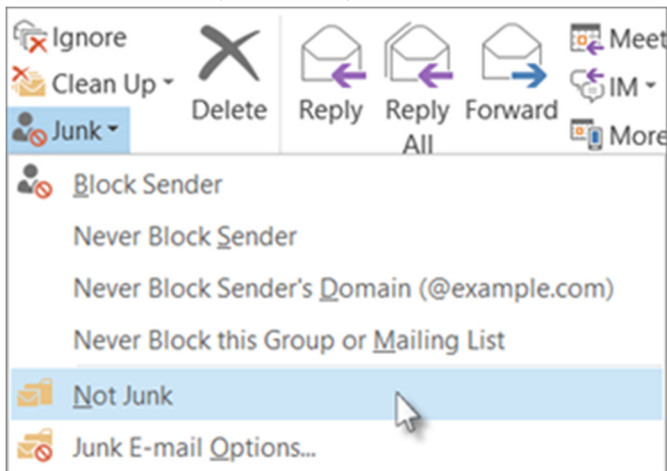
## Mark an Email Message as Not Junk in Outlook 2013

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:

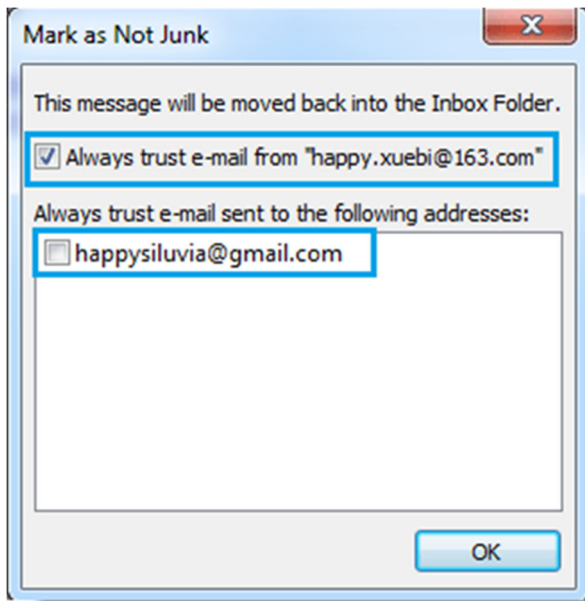
1. Launch Outlook and go to your Inbox. In **Mail**, click the **Junk E-mail** folder in the Navigation Pane on the left.
2. In the message list, click any message that you want to mark as not junk.



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**.