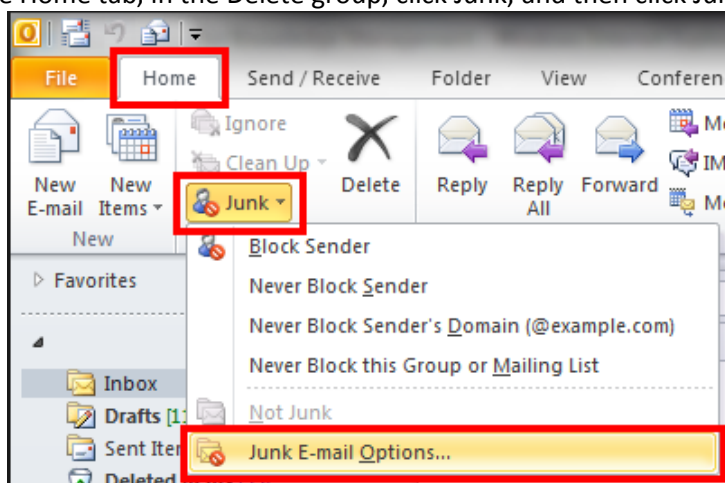


Junk E-mail Settings for State of Nebraska e-mail accounts.

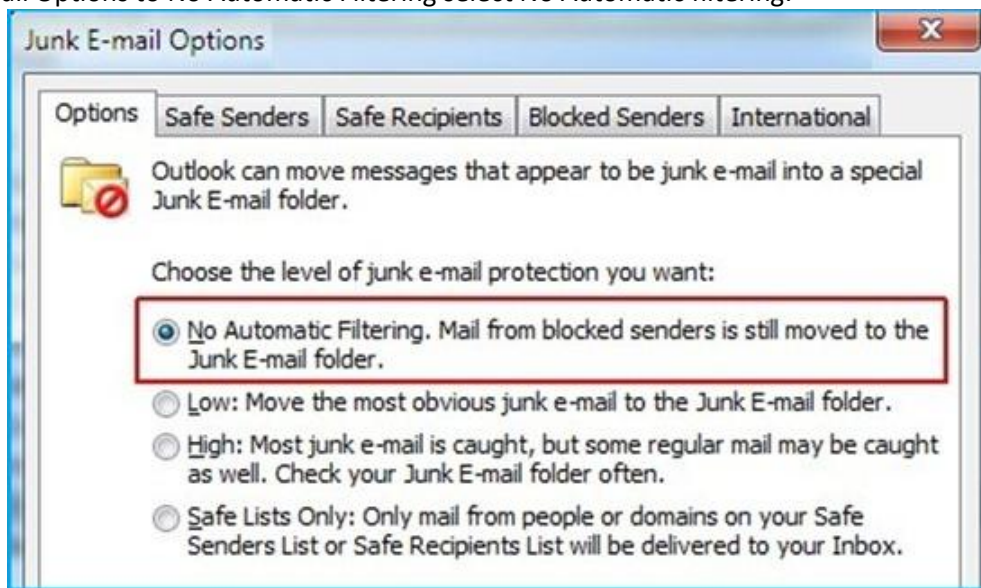
By default when a Microsoft Outlook profile is created, Junk E-mail settings are set to Low, this can cause e-mails, including those sent from @nebraska.gov address, to be moved to the Junk E-mail folder and missed by the recipient. Outlook Web Application (OWA) also has e-mail filtering capabilities.

Junk E-mail settings within Outlook:

Each mail profile on a workstation can have separate Junk E-mail settings, these are controlled within Outlook. On the Home tab, in the Delete group, click Junk, and then click Junk E-mail Options:

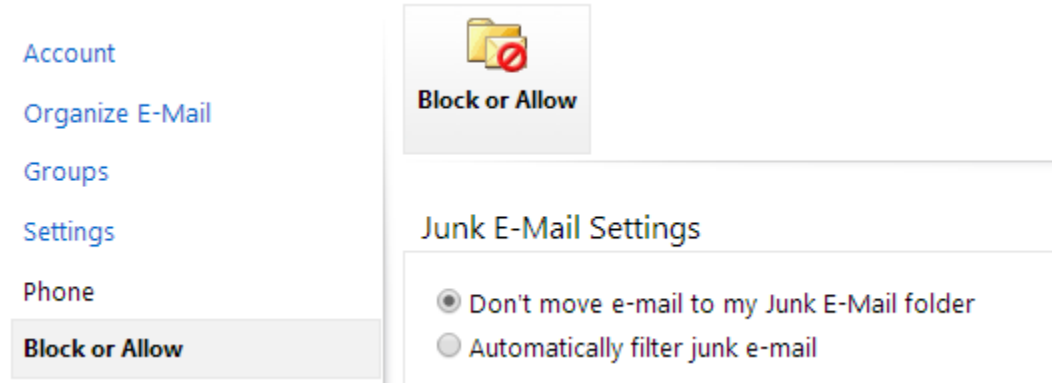


To set Junk E-mail Options to No Automatic Filtering select No Automatic filtering:



Junk E-mail settings within OWA:

Log into <https://mail.nebraska.gov/owa/> and click Options in the upper right hand corner. Then select Block or Allow:



Outlook Junk E-mail settings within Group Policy:

Outlook Junk E-mail settings can also be controlled via workstation or domain Group Policy, contact your workstation or domain administrator if you have questions.

Junk E-mail settings within a mobile device:

Mobile devices also have junk e-mail filtering capabilities; refer to your mobile device documentation for more information.

Using the IronPort SPAM Quarantine:

Another option available to @nebraska.gov e-mail users is to have the State's SPAM filter quarantine e-mails that it determines to be SPAM or MARKETING e-mails. To have your incoming SPAM or MARKETING e-mails quarantined follow these steps:

1. Log into <https://mail.nebraska.gov> and click "Options" and then select "See All Options"
2. Select "Groups" from the list of options in the navigation pane on the left side
3. Click the "Join..." button under the Public Groups I Belong To section
4. Type "OCIO IronPort Quarantine" in the Search Groups dialogue box and press enter
5. Click the "Join..." button to join this Public Group.

Each morning you will receive an e-mail from IronPort SPAM Notification that will contain a list of all e-mails that were quarantined from your Exchange mailbox. These items can easily be released to your mailbox or left in the quarantine, items left in the quarantine for (14) days are automatically deleted.

For further information about Junk E-mail settings, please contact:

Office of the CIO Help Desk
cio.help@nebraska.gov
402-471-4636 or 800-982-2468