How To Handle Spam

Over 100,000 E-mail messages are sent to TMC each day. About 90% of those messages are spam. While TMC has multiple layers of spam filtering and blocks a large majority of these messages, a percentage of spam will inevitably get through to your inbox. Use the following tips when handling spam:

- Immediately delete any spam messages. Do not open them.
- Please verify that your Outlook Email filter is turned on and that your Junk Email Option is set to High. See below for directions.

**How to turn on your Outlook Email Spam Filter:**

1. Open Outlook and navigate to your email.

2. Navigate to the **Home** tab, select the block icon and choose **Junk Email Options…**

3. You can set your spam filter settings under the **Options** tab. We recommend setting it to **Low**.

4. You can add trusted email addresses and domain names from the **Safe Senders** tab. We recommend adding @masters.edu and @mail.masters.edu as trusted senders. Make sure that **Also trust e-mail from my Contacts** has been checked.

5. If you repeatedly receive spam from the same email address or domain name, you can block all email from this sender via the **Blocked Senders** tab.