

# Disabling Outlook “Junk” E-mail

## Overview of Anti-spam

Dealing with spam, safe and blocked sender lists, junk mail folders and spam digests can be confusing. We’d like to take the time to explain the current anti-spam/anti-virus solution that is in place for BOR staff.

We utilize a product from Proofpoint for our anti-spam/email anti-virus solution that blocks approximately 500,000 messages a day! It works by automatically deleting known spam with the highest spam scores (99 and 100) and also quarantines questionable messages to a Spam Digest that is sent to you at 8 am and 3 pm on weekdays. You may not have received a Spam Digest yet or rarely see one as you would only get one if you have messages in your quarantine. You also have the ability to place email addresses on a Safe Senders List or a Blocked Senders List through a Spam Digest or by managing your spam settings using this link: <https://managespam.ct.edu:10020>

For additional information and to see an FAQ, please visit the article found on the Support Center: <http://supportcenter.ct.edu/Service/anti-spam.asp>

In addition to Proofpoint, Microsoft Outlook has a built-in feature that also blocks junk mail and also has safe and block lists. You may have this feature enabled and could have mail in a “Junk E-Mail” folder in Outlook. You also could have email addresses entered onto Outlook’s Safe Senders or Blocked Senders list. This is NOT the same as your Proofpoint Safe/Blocked Senders list. To see if Outlook’s junk mail feature is enabled and to see if you have addresses in the Safe/Blocked lists, from the Home tab in Outlook, select Junk - Junk E-mail Options.

In order to streamline anti-spam measures and reduce the confusion of having multiple locations to check for blocked mail and multiple Safe/Blocked Senders Lists, we will be disabling Outlook’s junk mail feature on BOR System Office Systems.

Instructions on how to convert Outlook Safe/Blocked Senders Lists to Proofpoint can be found on the [Support Center’s Anti-Spam Information page](#).

## Disabling Outlook “Junk” E-mail

In order to disable Outlook “Junk” e-mail, you need to make a registry modification for every user using Outlook. The following article explains very well how to do this for Outlook 2007/2010/2013:

<http://www.slipstick.com/outlook/how-to-disable-outlooks-junk-email-filter/>

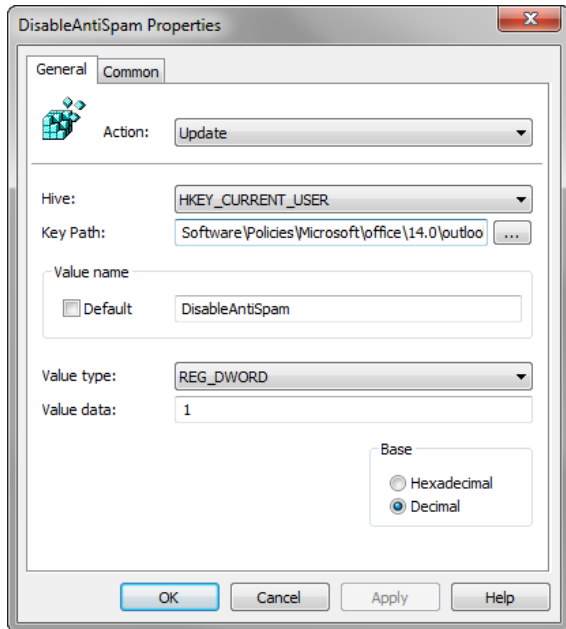
The way we did it for the BOR System Office is to create/update this registry key/setting via group policy. The steps to do this are as follows:

1. Create a new group policy or edit an existing one
2. While editing the policy, expand **User Configuration > Preferences > Windows Settings** and select **Registry**
3. Right-click the \*white\* space in the right side pane and click **New > Registry Item**
4. Fill in the following New Registry Properties box as follows:
  - a. Action: **Update**
  - b. Hive: **HKEY\_CURRENT\_USER**
  - c. Key Path: (one of the following below)
    - **HKEY\_CURRENT\_USER\Software\Policies\Microsoft\office\15.0\outlook** (Outlook 2013)
    - **HKEY\_CURRENT\_USER\Software\Policies\Microsoft\office\14.0\outlook** (Outlook 2010)
    - **HKEY\_CURRENT\_USER\Software\Policies\Microsoft\office\12.0\outlook** (Outlook 2007)
  - d. Value name: **DisableAntiSpam** (case sensitive)
  - e. Value type: **REG\_DWORD**
  - f. Value data: **1**

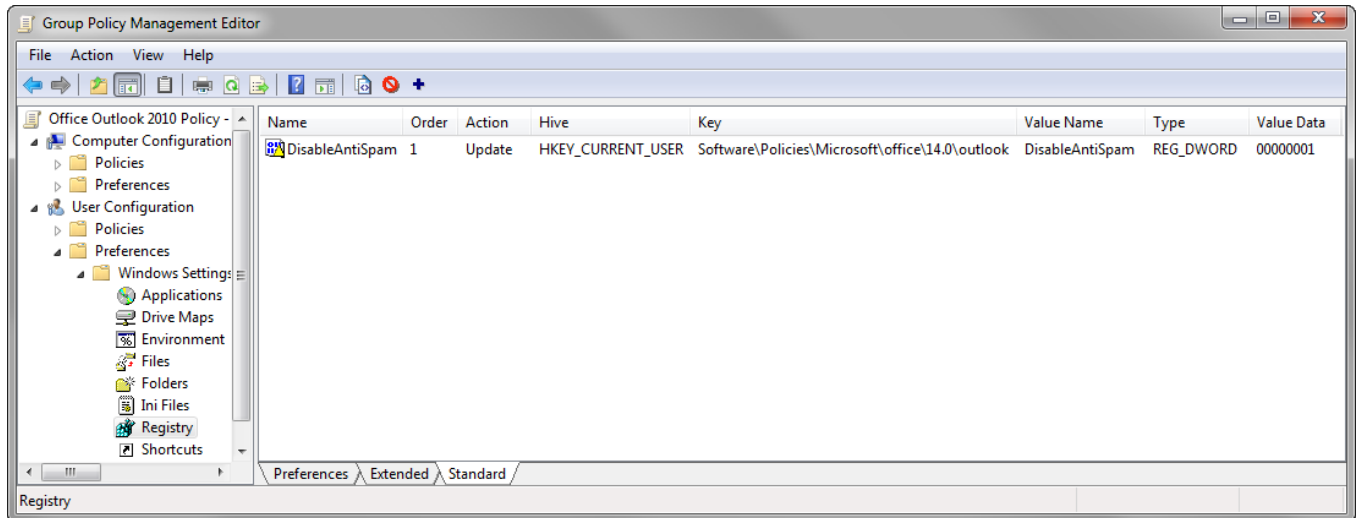
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g. Base: **Decimal**

An example of this for Outlook 2010 would look like this:



5. Click **OK**
6. When you're done, it should look something like this:



7. Close the Group Policy Editor and if not linked, link the policy appropriately to where it applies to necessary users

If you have any questions, please contact the BOR Support Center (860.723-0111, [ServiceDesk@ct.edu](mailto:ServiceDesk@ct.edu)).