

# Operating Mozilla and Thunderbird Junk Mail

Once Junk mail controls have been enabled you will need to train the system by both **marking** mail as “junk” as well as **UNmarking** mail from “junk”. This process will train the system to better understand YOUR preferences. To best utilize this feature we recommend the following sequence:

- 1) Launch email program and sign in to your account
- 2) Allow the program a minute or so to identify and move messages to the Junk folder
- 3) Examine your Inbox and mark (there is a junk column flag for this as well as the Junk button) all messages you feel are Junk
- 4) File/Compress your Inbox (**very important step**, messages are not be totally removed from the Inbox until this step is completed). If you notice a repeating/compounding of Junk messages it is likely you have forgotten this step in the sequence.
- 5) Click on the Junk folder
- 6) **UNmark** all messages in the Junk folder that are not junk and move them manually back to your Inbox
- 7) Once all that is left in the Junk folder are junk messages then select Tools/Delete Mail Marked as Junk in Folder
- 8) File/Compress the Junk folder
- 9) Empty Trash regularly too



