Creating a Rule in Outlook:
Send emails from this sender to “Inbox” instead of “Clutter/Junk”

If you notice any of your wanted emails going to “Clutter” or “Junk”, you’ll want to create a rule to stop it.

Outlook rules will make sure your emails get sent to your inbox every time.

1. Go to the clutter or junk folder where that email got sent.
2. Right click the email.
3. Select the “Rules” option.
4. Select “Always move messages from __”
5. A box will pop open prompting you to choose the desired folder for messages from this sender.