



Outlook Online

How to: Block Emails from a Specific Sender

using Outlook Mail in an online browser

Follow these 3 steps to delete all current and future emails from a sender.

1

Open an email from the sender you wish to block



Go to the Outlook Mail toolbar and Select **Sweep**

2

3

Select these options in the pop-up:

For Email From:
(unwanted sender)

- Move all messages from the inbox folder
- Move all messages from the inbox folder and any future messages
- Always keep the latest message and move the rest
- Always move messages older than 10 days

Move to:



Deleted Items



OK

Cancel

Outlook now moves all messages from the unwanted sender to the Deleted Items folder and the sender has been added to your list of blocked senders.