How to Access the Office365 Junk Mail folder on the web

1. Open an Internet browser and navigate to http://www.outlook.com/utexas.edu
2. Login using your EID and corresponding password:

   ![Sign in to Office 365](image)

   Unauthorized use of UT Austin computer and networking resources is prohibited. If you log on to this computer system, you acknowledge your awareness of and concurrence with the UT Austin Acceptable Use Policy. The University will prosecute violators to the full extent of the law.

   Information Technology Services | Accessibility Policy | Privacy Policy

3. Once logged in, on the left side of the screen will be a menu as seen below. A few buttons down from the top of the menu is a button labeled "More". Click the "More" button, as seen below.
4. Once you have clicked the more button, your menu will reorganize to display more of your available mail folders. One of the mail folders now available to your inbox view is the "Junk Folder", as seen below. Select the Junk Folder to access any mail which has been marked as "Junk Mail".
4. Related articles

- CrashPlan UT Backup
- Instructional Use Laptop program
- Admin Responsibility Matrix
- Classification of IT Resources for ISORA
- How to create a firewall rule for RDP and VNC on Windows