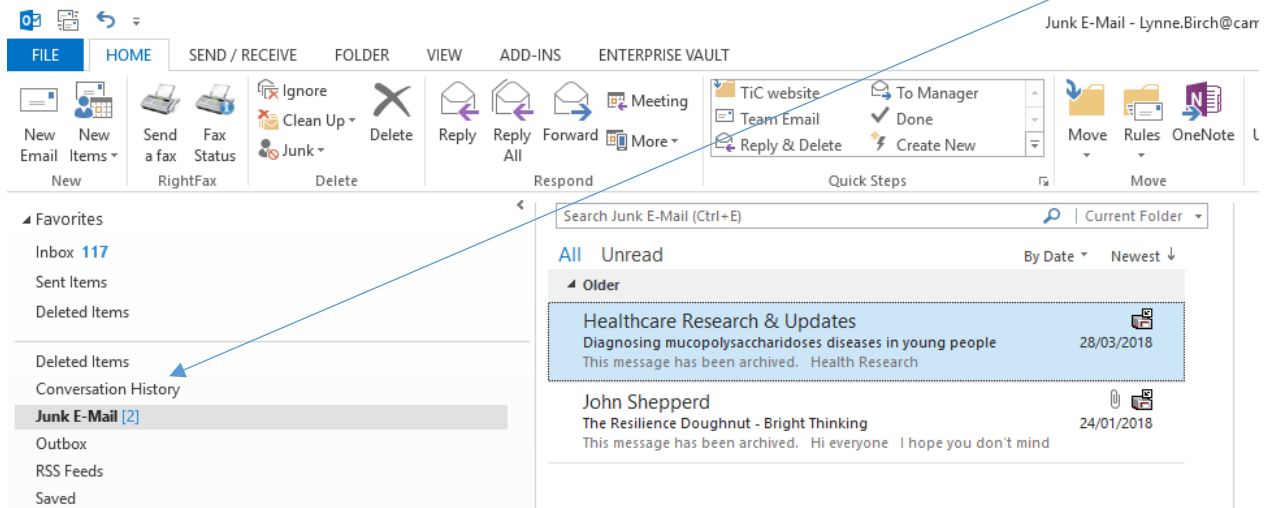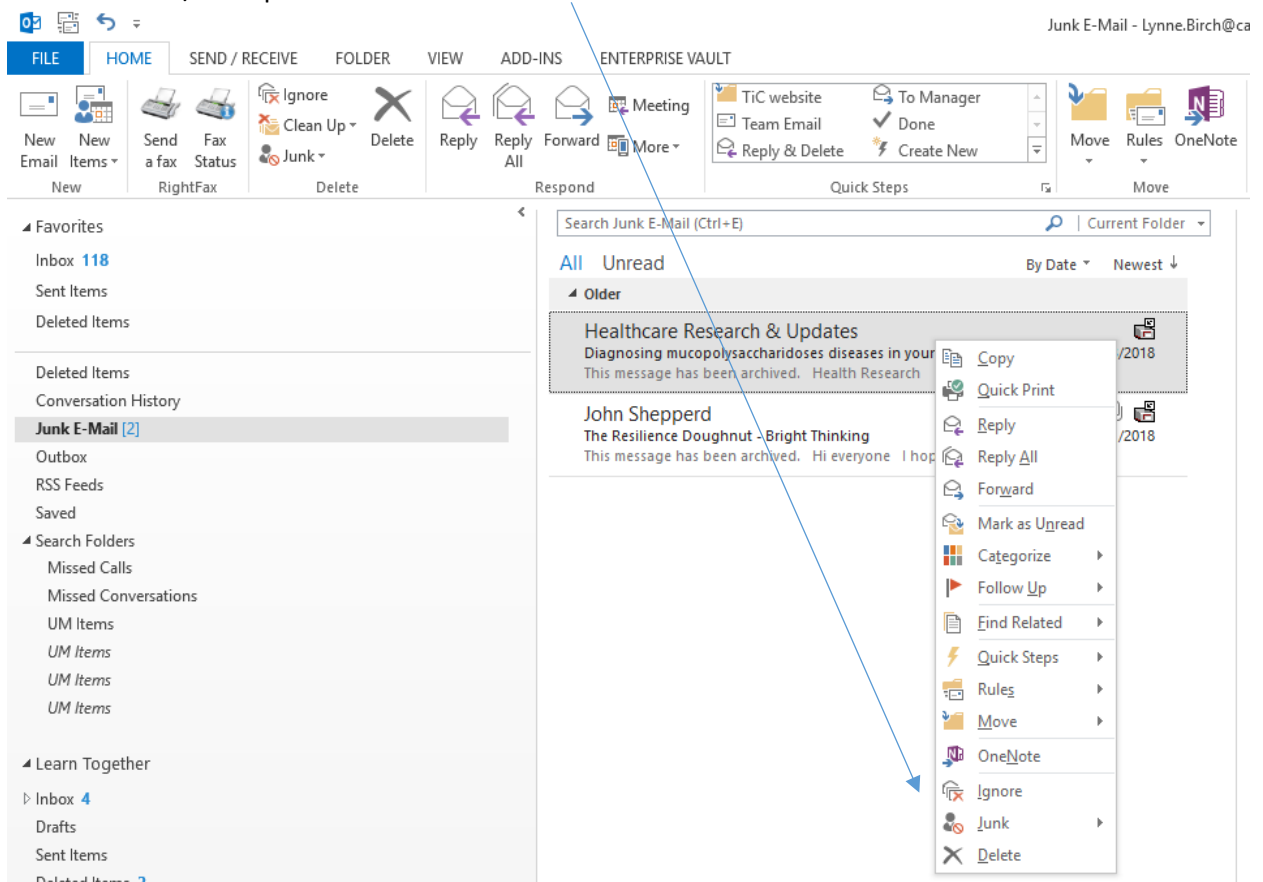## How to stop an email going into your junk folder:

If you find that there is a message in your junk email that you'd like to come into your inbox, please follow the steps below:
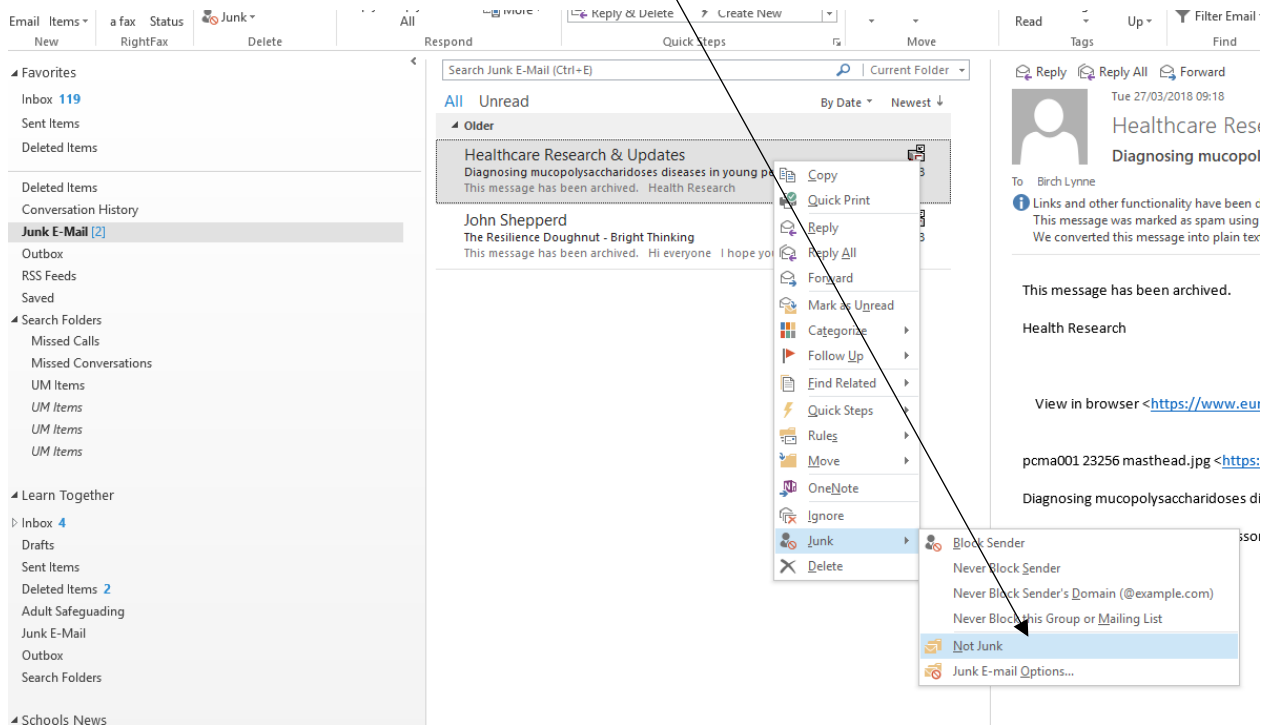
1. Take a look at your junk folder on your email browser. It usually at the bottom of your folder list.

2. Go to the email you want to take out of the junk folder and right click over it using your mouse/touchpad. It will look like this:

3. Hover your mouse over 'Junk' and select 'not junk'.

Now you should see the message pictured below. Click ok and this email will now go back into your inbox and future emails will also go into your inbox.