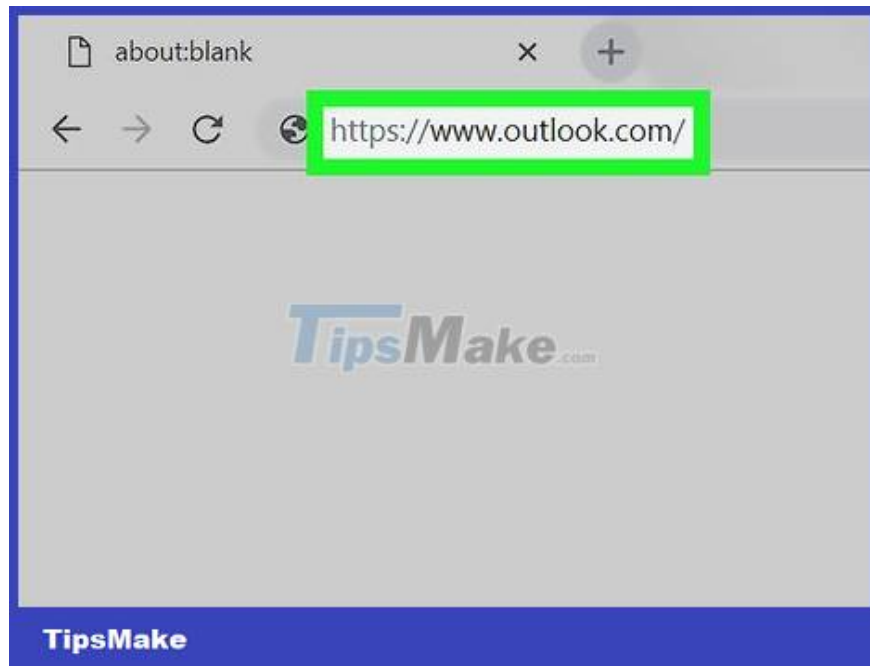


# How to Block Contacts on Outlook Mail

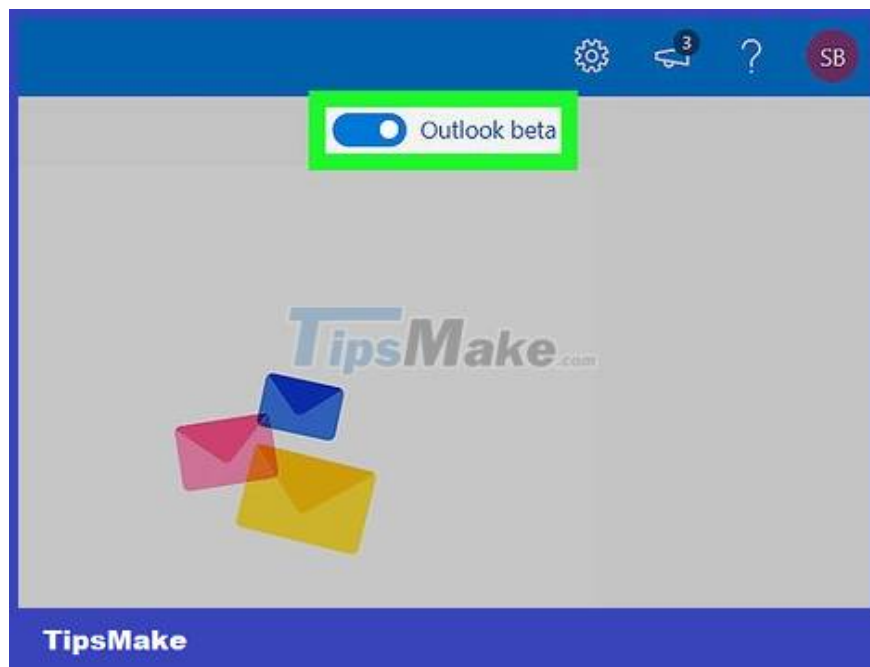
Today's TipsMake will show you how to block contacts on Microsoft Outlook (formerly Hotmail). Blocking a contact on Outlook is extremely complicated because Outlook does not usually filter emails from contacts even if the email address is on the block list; However, deleting the contact, adding the subject's name to the 'Blocked Senders' list and marking one of their emails as spam will help prevent future emails from them. Keep in mind that it can take from an hour to several days for Outlook to start proactively blocking email from that contact. You can't block Outlook contacts on the mobile app.

## Delete contact



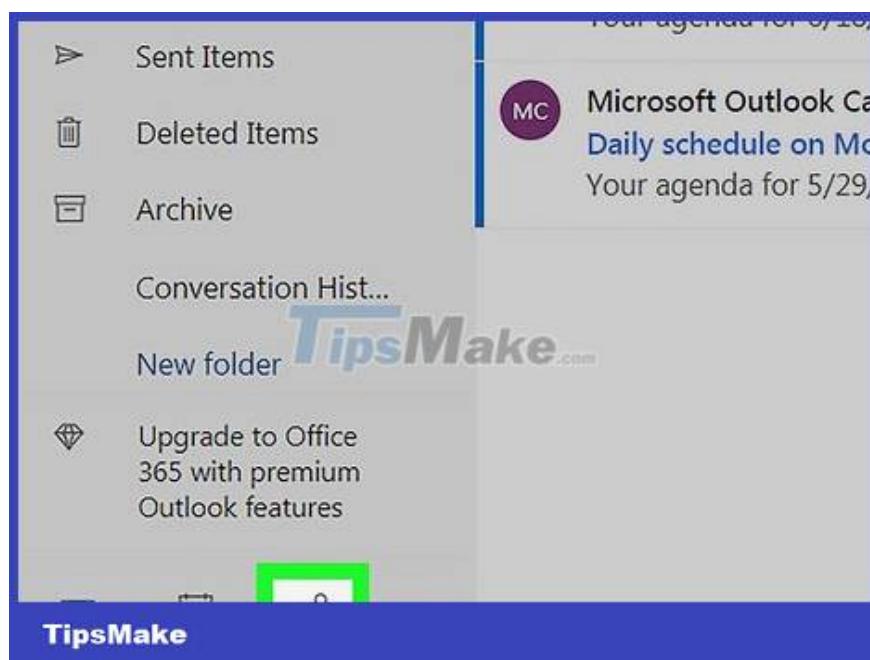
**Open Microsoft Outlook.** Visit <https://www.outlook.com/> on your computer web browser. Your Outlook inbox appears if you're signed in.

If you're not signed in, click **Sign in** in the upper right corner of the page, then enter your email address and password.

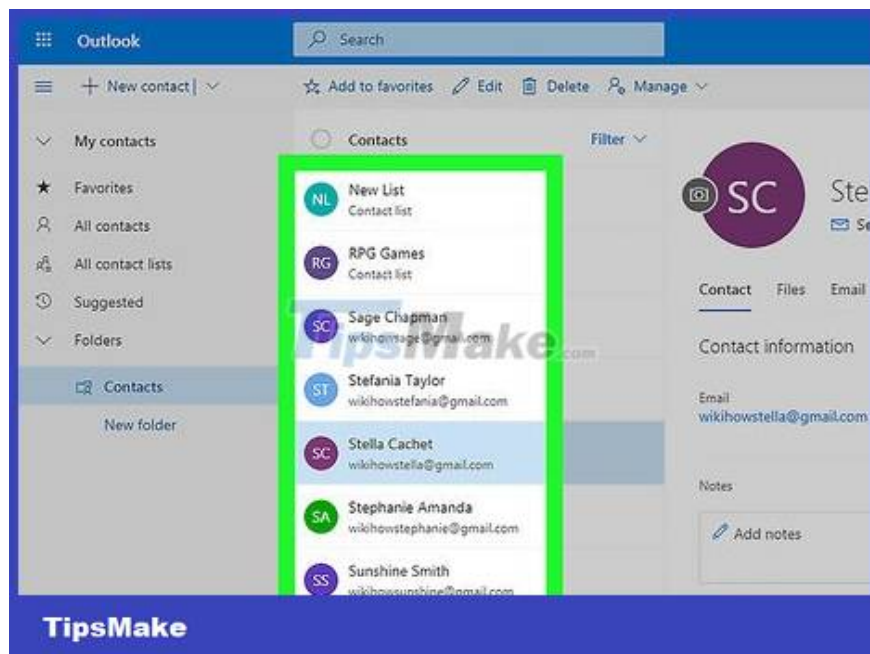


**You need to make sure you're using Outlook (beta).** Outlook beta has a slightly different set of options than the standard Outlook website. If the top right of the page has a blue "Outlook beta" switch, it's in beta.

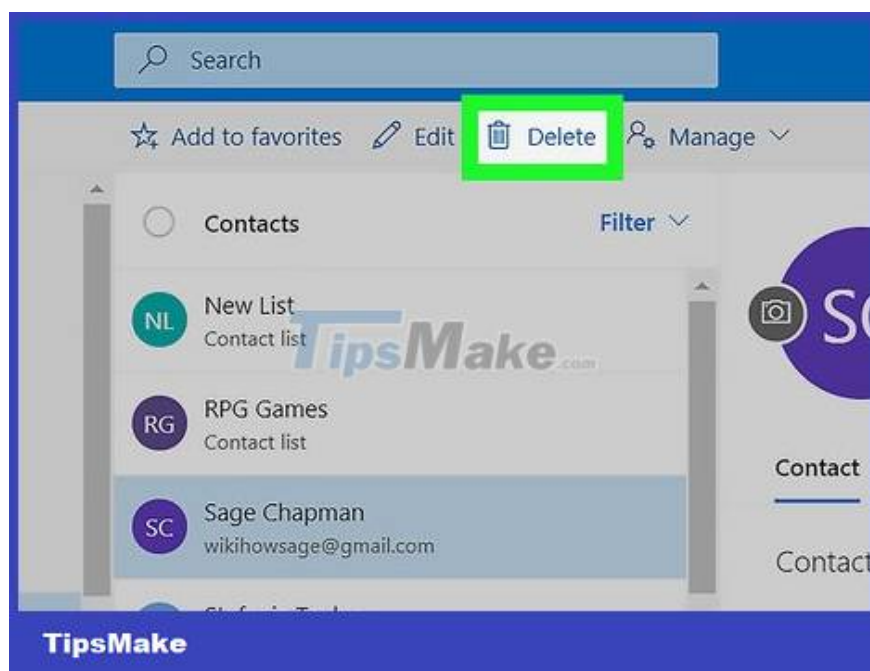
If the version you're using isn't Outlook Beta yet, click the gray "Try the beta" switch in the upper right and wait for the page to reload.



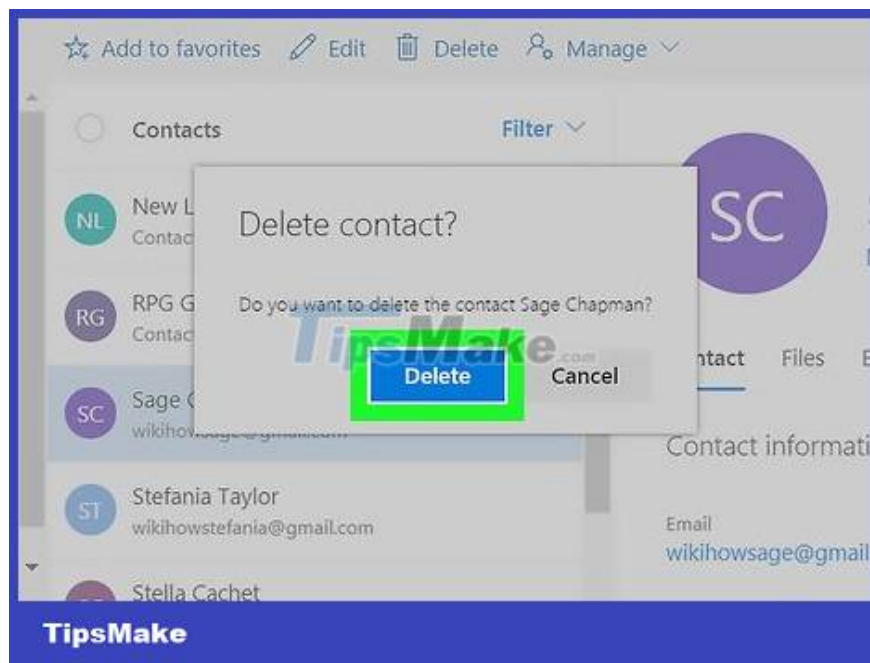
**Click the human-shaped "People" tab in the upper-right corner of the page.** The contact list opens.



**Select contact.** Scroll through the list until you find the person you want to block, then click the contact name.



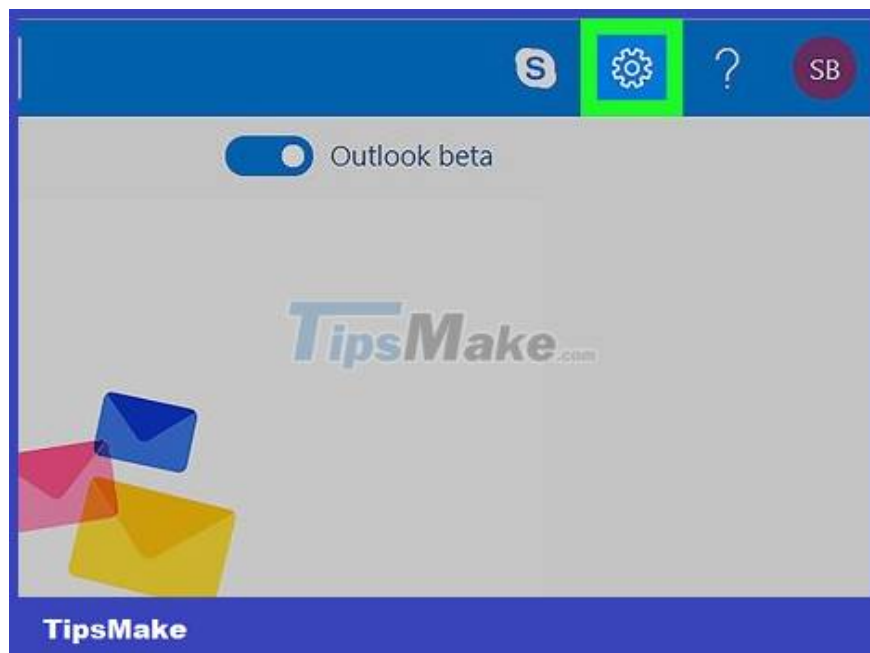
**Click Delete at the top of the page.**



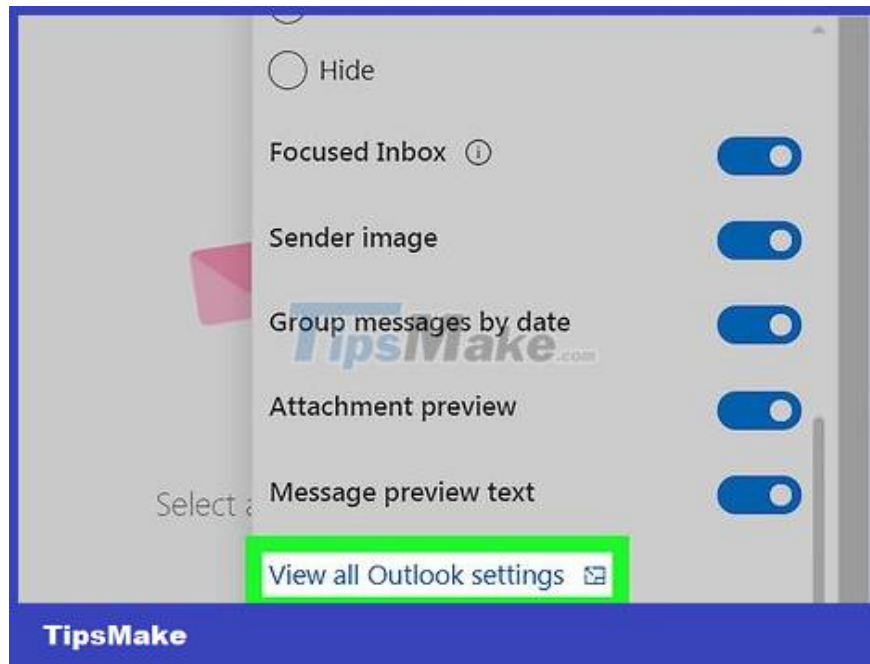
**Click Delete when it appears.** The contact will be removed from your list, so that when you block this email address, emails from them will not be sent to you.

Technically you can block someone while they're still in your contact list, but not their email.

### **Add users to the block list**

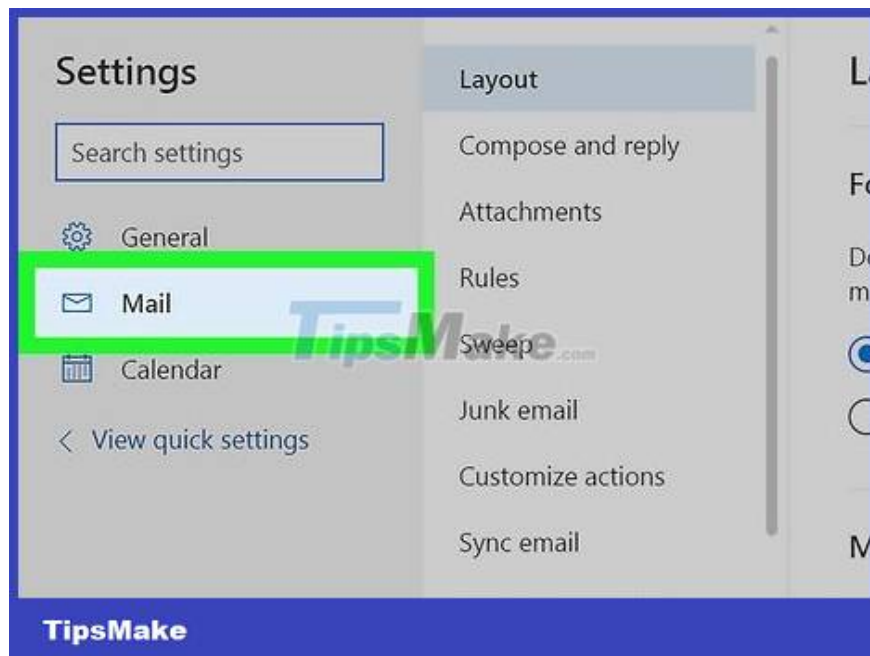


**Open the "Settings" menu.** Click the gear icon in the upper right corner of the page. A drop-down menu will appear.

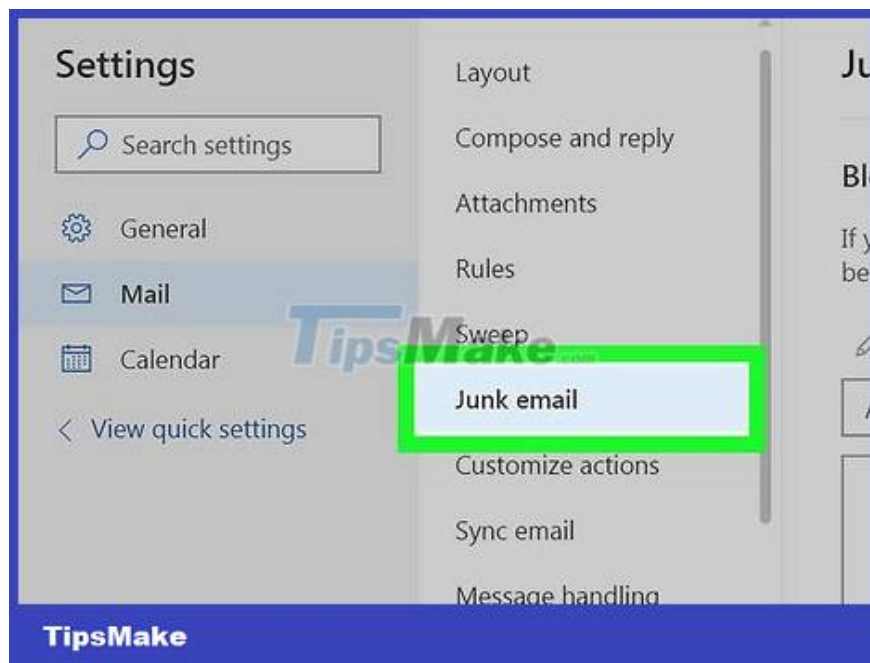


**Scroll down and click View full settings.** The link is at the bottom of the drop-down menu. A window will pop up.

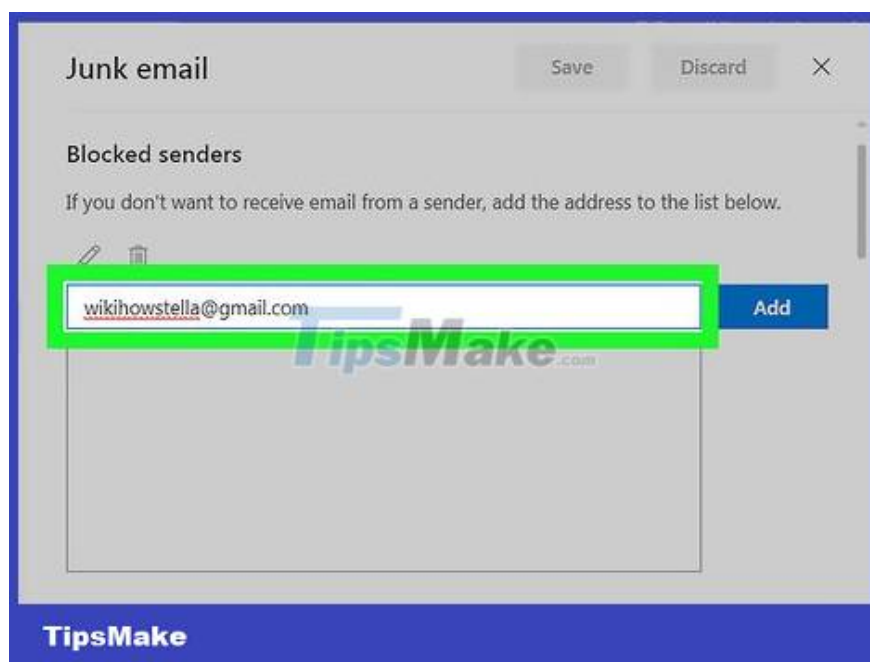
You'll probably see the link right away without scrolling down.



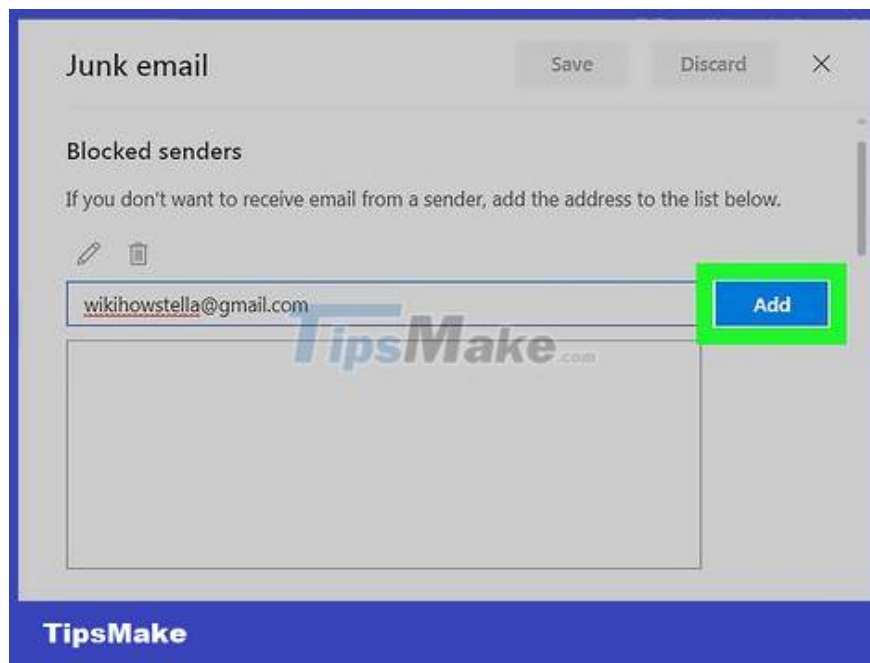
**Click the Mail tab in the upper left of the window.**



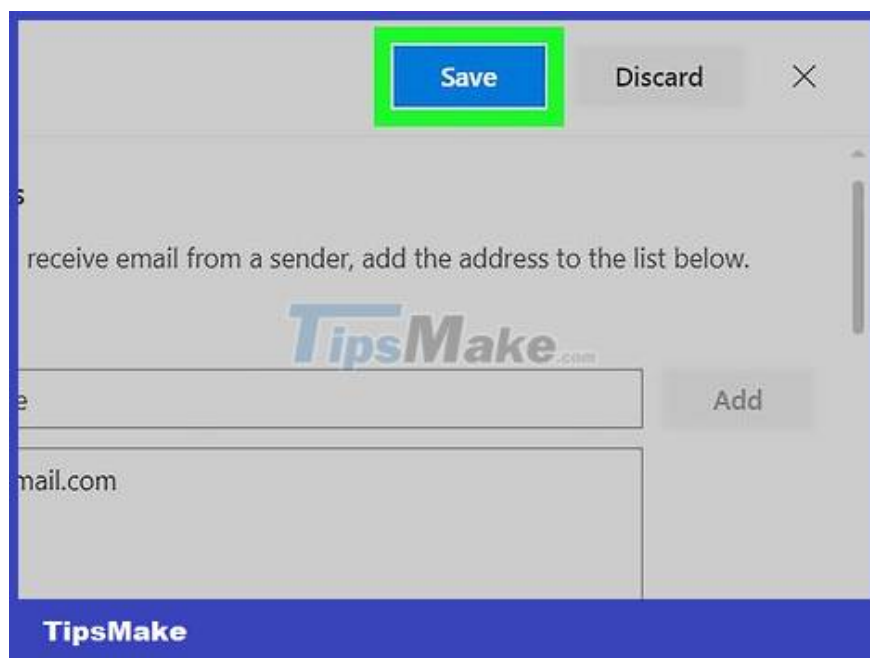
**Click Junk email . It's in the middle of the options column.**



**Enter the contact's email address.** Click the "Add a sender here" text box at the top of the "Blocked senders" section and enter the person's email address.



**Click Add to the right of the text frame.**

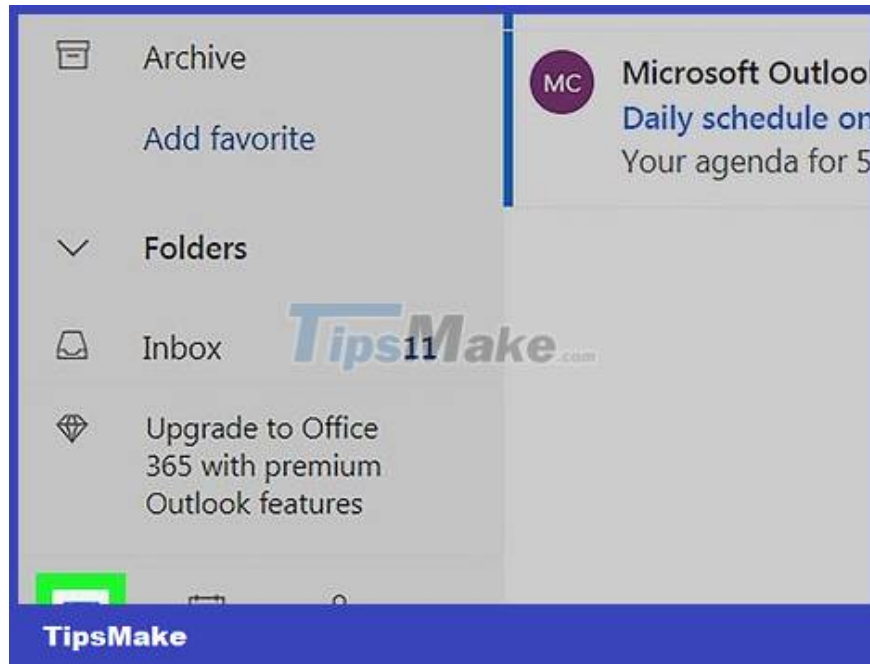


**Click Save at the top of the page.** Your changes will be saved and the contact's email address will be on the blocked senders list.

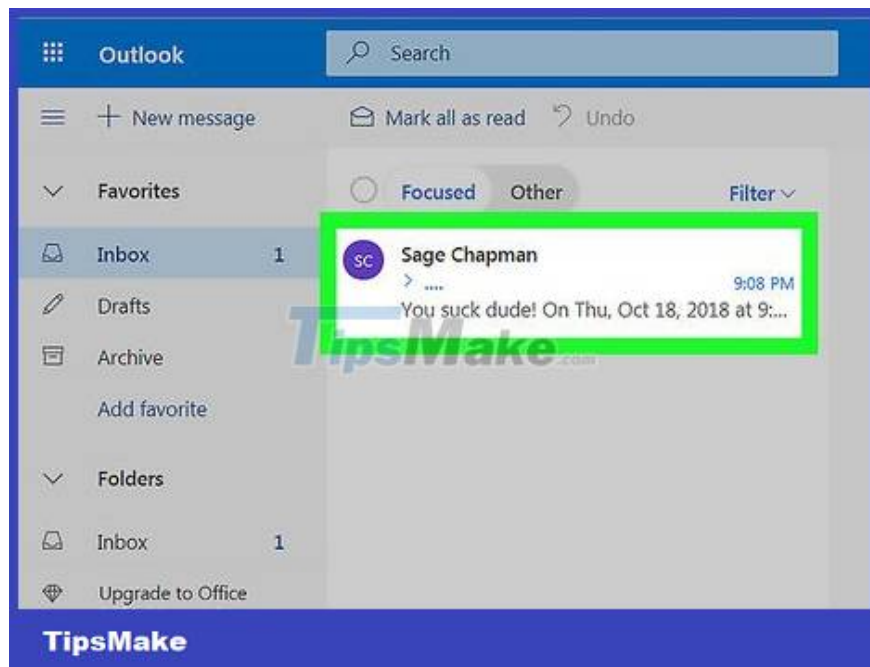
## **Mark emails as spam**

**You need to know why this is necessary.** Although adding a contact to an email address's block list indicates that you want to block emails from this person in the future, sometimes Outlook won't do this if you don't add the contact's existing emails. that contact into the "Junk" folder and block them from there.

If you've never received an email from the contact you want to block, you won't be able to proceed with the above step. In the future, you may receive emails from this person, then mark their emails as spam to complete the blocking process.



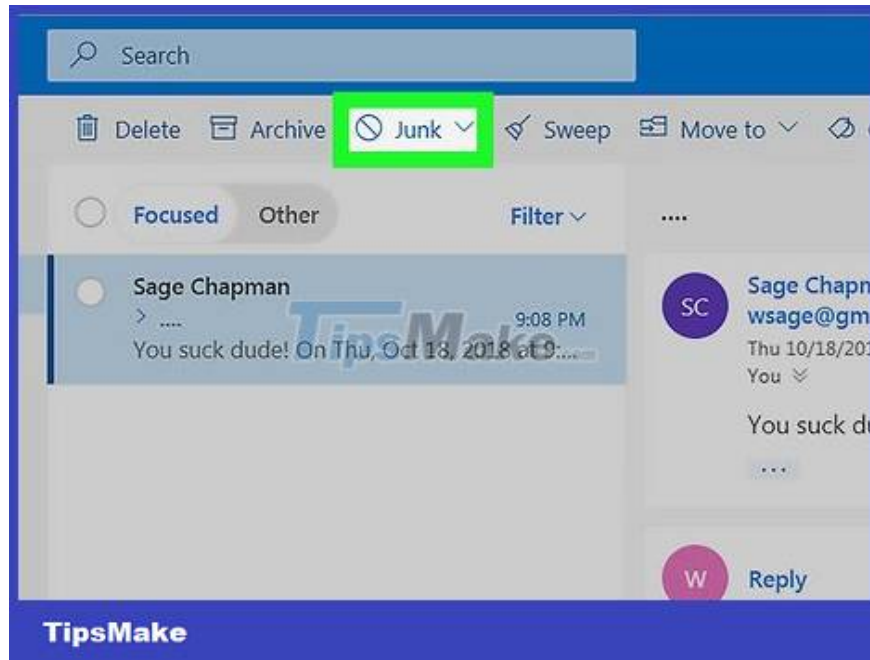
**Return to inbox.** Click the "Mail" envelope icon at the bottom left of the page. The Outlook inbox opens in a new tab.



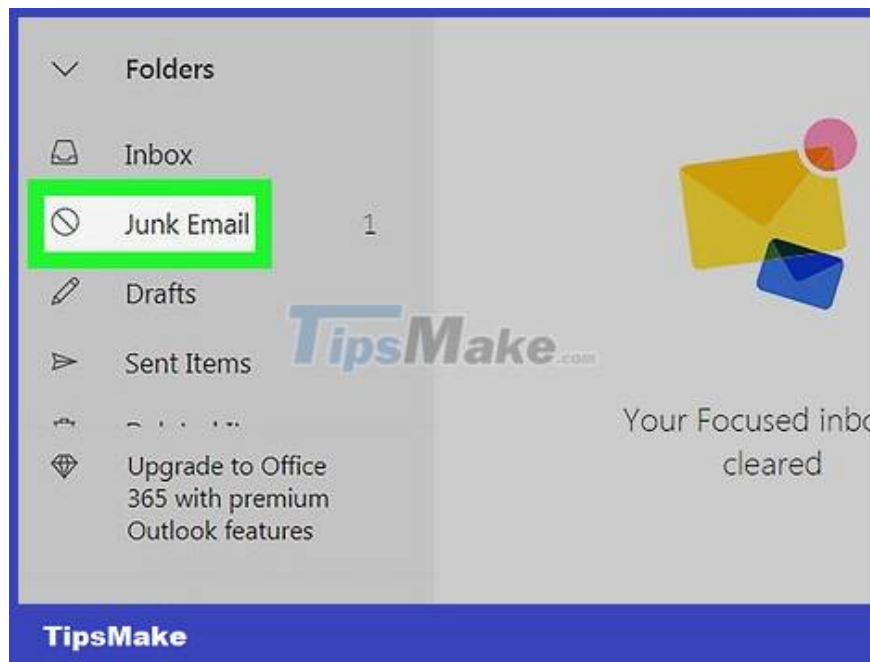
**Select email from contact.** Click an email from the contact you're blocking.

If they send a lot of messages, you can bulk select them by hovering over the contact's profile picture (or initials) to the left of the email, clicking the check box that appears, and then clicking the check boxes of the emails.

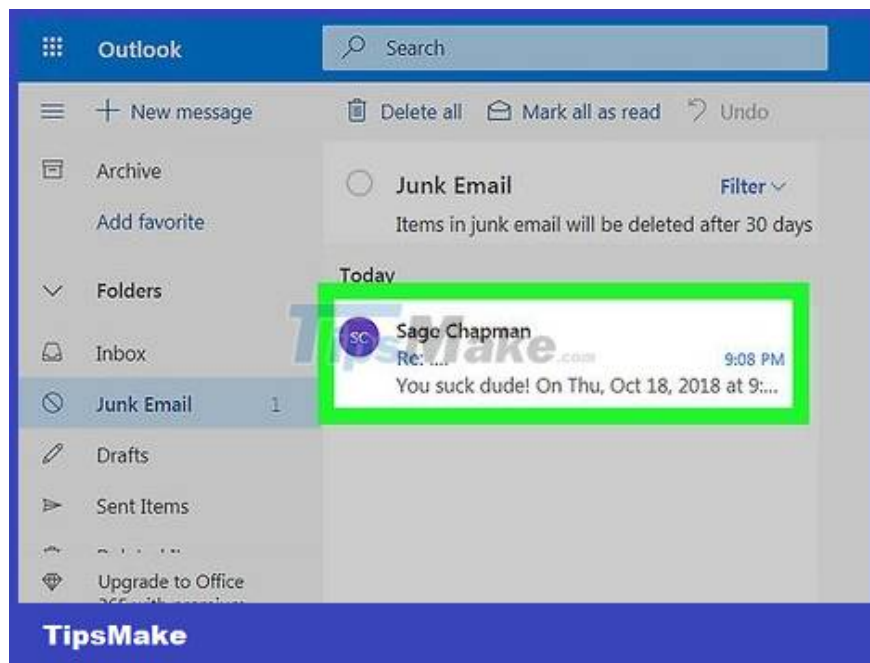
other.



Click the Junk tab at the top of the page.

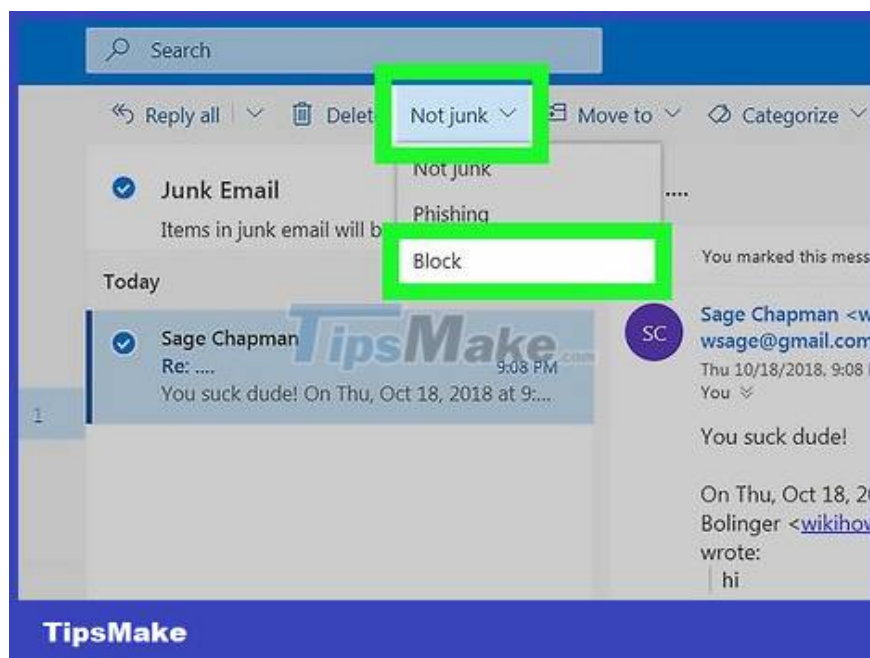


**Open the "Junk" folder.** Click **Junk** on the left side of the inbox. A list of emails that you have marked as spam will appear.

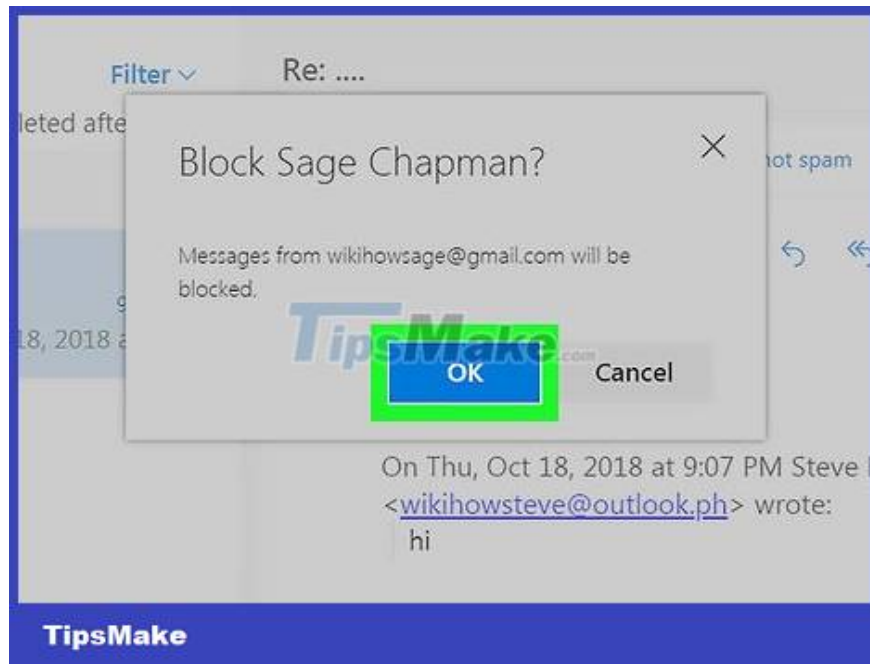


**Click the email of the contact you need to block to select it.**

Again, if multiple emails are marked as spam, click the check box to the left of each email to select them all.



**Click Block . It's at the top of the page.**



**Click OK when it appears.** Your decision will be confirmed and it will be ensured that the contact's email has been added to the "Block Senders" list. You will no longer receive emails from them.

It may take a few hours (or days) for this contact's emails to stop arriving in your inbox.

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