

Open the web page for your MelbPC email system



Move the mouse arrow on to the message then click to tick the box beside the message



Tick the link Unsubscribe at bottom of message body.

File <u>E</u> dit <u>V</u> iew Hi <u>s</u> tory <u>B</u> oo	okmarks <u>T</u> ools <u>H</u> elp					
Kevin Dempster - Outlook	× +					
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III Office 365	Outlook				¢ ?	
<ul> <li>New</li> <li>Search mail and people</li> </ul>	INBOX ITEM All Unread To me Flagged G'day Kevin, I received your email with a link to	IS BY DATE ▼ your	Unsubscribe         Action Items         + Get more apps           It looks like this is a newsletter, but we aren't sure if it is safe to unsubscribe from it using the information			
<ul> <li>Folders</li> <li>Inbox 1</li> </ul>	One Of The Best Free Online Property Valuation Reports Emaile Looking to sell your property soon? Free	Fri 4:12p Prof	provided by the sender. If you don't want to receive from this sender again, you can block it.			
Sent Items Drafts 2 More	Travelzoo NEWSFLASH: \$1349 & up Fiji Holiday Sale w NEWSFLASH™ FEBRUARY 12, 2015 From the Tr	Fri 2:00p	Block sender inf	o@oneofthebest.cor oved to your Junk En	n.au will be nail folder.	

## Tick Block sender then OK

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Gmail 📑 Outlook () iHelpe	55.com/owa/?realm=melbpc.org.au#path=/mail	▼ C Q Search 😭 l 🖨 🔸 ·	^	
III Office 365	Outlook	ø	?	
<ul> <li>New</li> <li>Search mail and people</li> </ul>	INBOX ITEMS BY DATE ▼ All Unread To me Flagged G'day Kevin, I received your email with a link to your	Unsubscribe Action Items + Get n It looks like if it is safe t Sender blocked	nore apps	
<ul> <li>Folders</li> <li>Inbox 1</li> </ul>	✓One Of The Best Free Online Property Valuation Reports Emaile Fri 4:12p Looking to sell your property soon? Free Prof	information want to rec block it	't est.com.au has been	
Sent Items Drafts 2	Travelzoo NEWSFLASH: \$1349 & up Fiji Holiday Sale v Fri 2:00p NEWSFLASH™ FEBRUARY 12, 2015 From the Travel	2:00p Block sen Block sen		
More A People <sub>* New</sub>	Dianne Vogt ► office365 - Member Stephen Crawford #34129 Fri 1:46p Hi Barry or John, This member cannot send or recei	ОК		
_	Qantas Red e-Mail	Looking to sell your property soon?	1	

Messages will be downloaded but into the Junk folder then deleted after a few weeks. To remove the message you wish to block either transfer to Junk or delete it. If the system works OK future message will be sent to the Junk folder.