Coeus Email Filtering to Junk Folder

At Northeastern University, the installation of Microsoft Outlook on the desktop is bundled with some automatic junk filtering that cannot be altered, and is unaffected by system-wide “white listing.” Some Coeus users have reported that email notifications from Coeus@neu.edu is being filtered to the local “junk” folder in Outlook.

In consultation with the IS HelpDesk, the Office of Research Administration and Finance (ORAF) has determined that a simple fix is available, but must be made in each users instance of Outlook.

Follow these simple instructions to shut off the “automatic filtering;” note that this will not affect locally managed “blocked senders” lists – mail on those lists will continue to be moved to your junk folder.

**Getting Started**

1. Open an email from Coeus@neu.edu

2. Select the “Junk” link and then “Junk email Options”

3. Then, select “No automatic filtering.”

**Getting Help**

**Coeus Support**
Coeus-help@neu.edu

**Office of Research Administration & Finance (ORAF)**
Grant Officer: http://www.northeastern.edu/research/raf/contact/