Technology Services Department
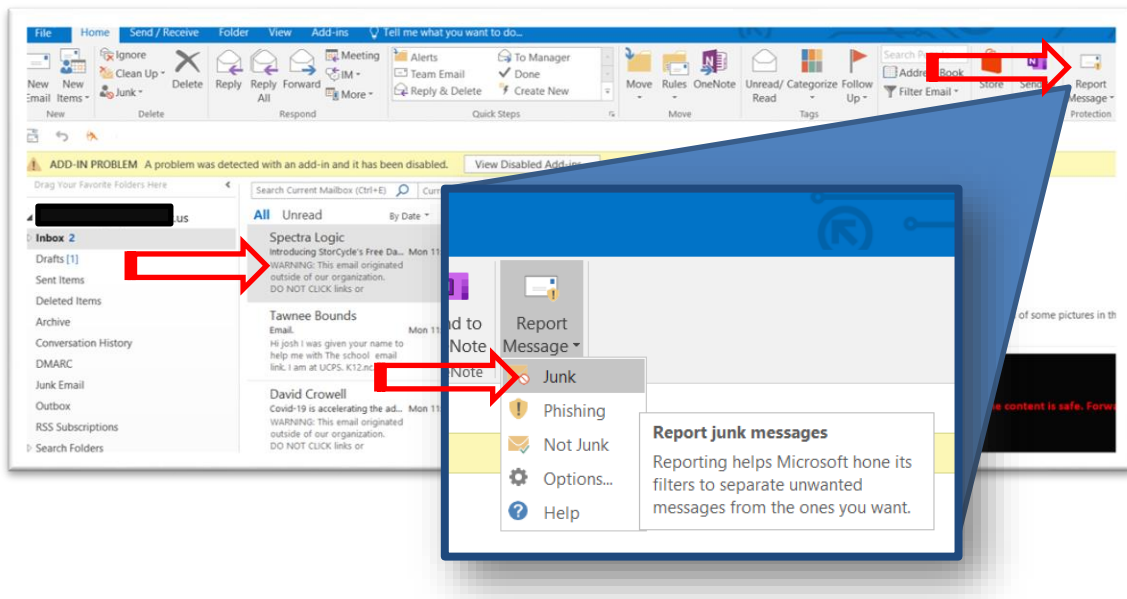721 Brewer Drive
Monroe, NC 28112
(704) 296-3143

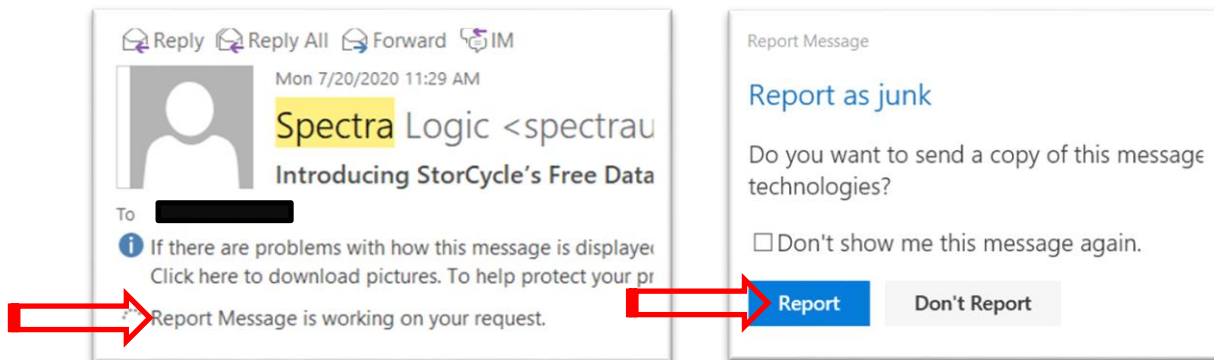# REPORT MESSAGES IN OWA OR OUTLOOK

Created By: Technology Services

Summary: Use the Report Message feature when a SPAM message is received in your inbox.

Outlook Application

1. Select the **email** you suspect as SPAM in your inbox.
2. Select the **Report Message** icon under the Home tab
3. Select **Junk**

4. The message will indicate that **Report Message is working on your request**.
5. Click **Report** to finalize the process.

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Outlook Web Access

1. Select the **email** you suspect as SPAM in your inbox.

2. Select the **...** inside of the email message.

3. Select **Report Message**
4. Select **Junk**
6. The message will indicate that **Report Message is working on your Junk request**.
7. Click **Report** to finalize the process.