

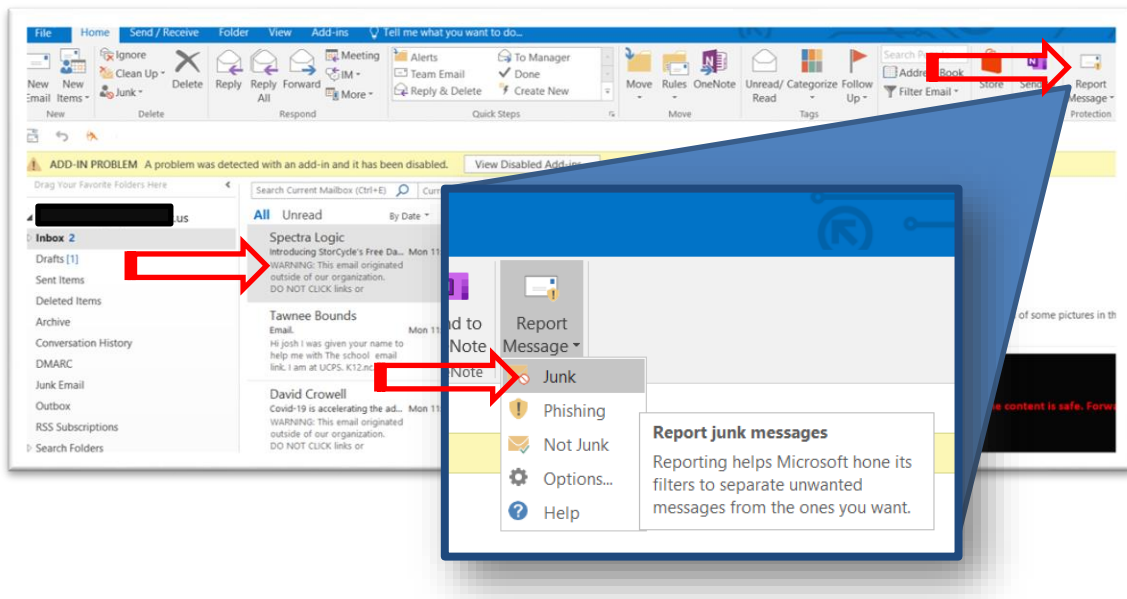
REPORT MESSAGES IN OWA OR OUTLOOK

Created By: Technology Services

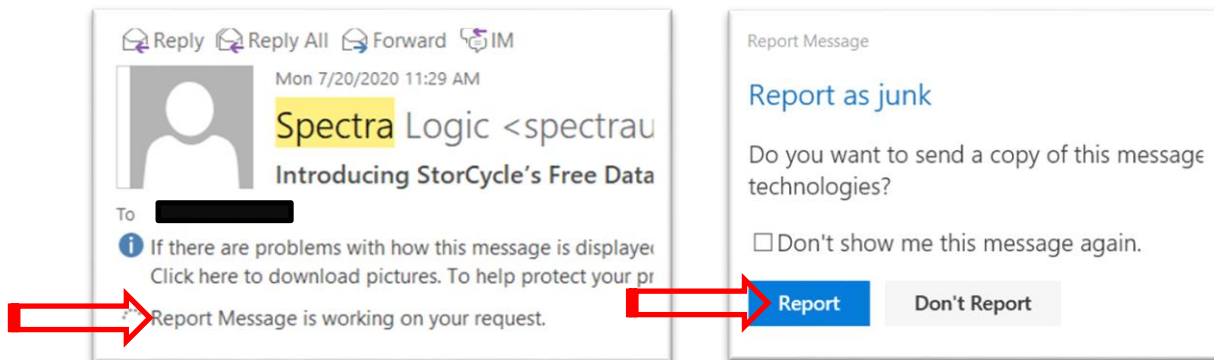
Summary: Use the Report Message feature when a SPAM message is received in your inbox.

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.



Technology Services Department

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

Outlook Web Access

1. Select the **email** you suspect as SPAM in your inbox.
2. Select the **...** inside of the email message.

Outlook interface showing an email titled "Award Notice" from Robert Montazemi. The email content includes a warning: "WARNING: This content is blocked because it may contain content that our organization considers inappropriate. DO NOT CLICK on links in this message unless you recognize the sender. If you are not sure, contact the sender or report the message to spam@ucps.k12.nc.us." The context menu is open, and the "Report Message" option is selected, leading to a sub-menu where "Junk" is chosen.

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.

