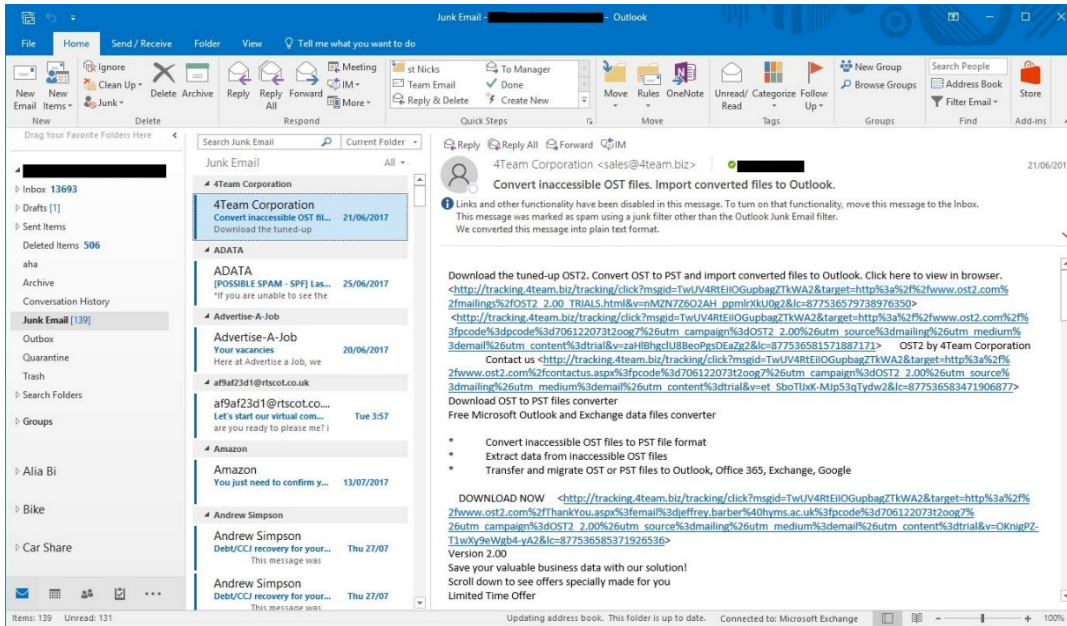


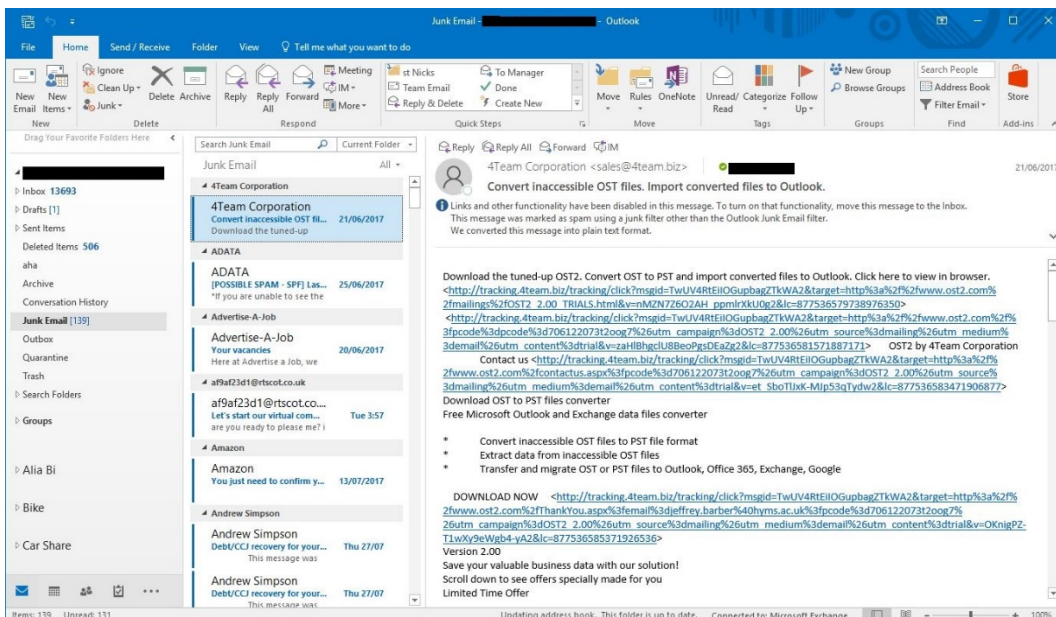
Dealing with SPAM Emails

Where is SPAM located in Outlook 2016

As show below it is a top level folder called **Junk Email [139]**

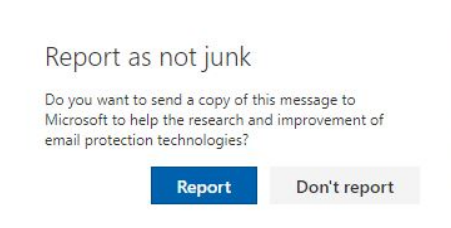


You can see it here in Outlook 2016



How do I say SPAM messages are not SPAM in webmail.

Right click on the message and choose **Mark as not junk**.

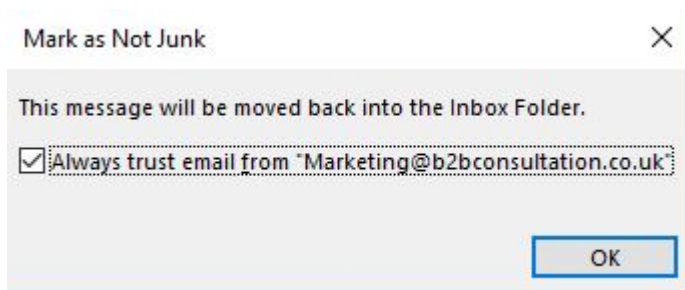


How do I say e-mail messages are SPAM in webmail

Right click on the message and choose **Mark as Junk**

How do I say SPAM messages are not SPAM in Outlook 2016

Right click on the message and choose **Junk** then **Not Junk**. It will then ask if you would always like to trust messages from this source in Outlook 2016.



How do I say e-mail messages are SPAM in Outlook 2016

Marking e-mails as SPAM is almost exactly the same you right click on a message choose **Junk** then **Block Sender**.

Further Information:

Overview of Junk Email Filter for Outlook 2016 Users

<https://support.office.com/en-us/article/Overview-of-the-Junk-Email-Filter-364853fe-095a-4563-b3ff-0b5b0ac7eeb3?ui=en-US&rs=en-US&ad=US>

Junk mail and Phishing when using webmail

<https://support.office.com/en-us/article/Learn-about-junk-email-and-phishing-86c1d76f-4d5a-4967-9647-35665dc17c31?ui=en-US&rs=en-US&ad=US>