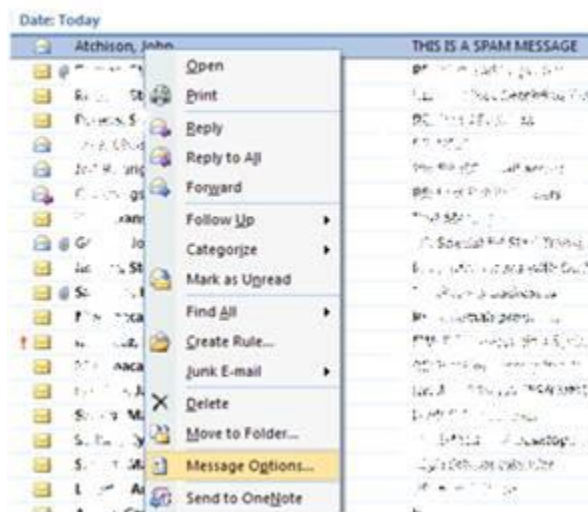


How to Report SPAM to SpamAdmin Account – Outlook Client

:: This document provides steps necessary to report a SPAM message to SpamAdmin ::

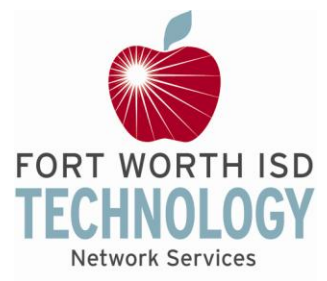
When a user receives a message that is SPAM, they must provide the message headers in order to correctly identify the sender of the message. Forwarding the message will not provide the original sender of the message and doesn't help in flagging future message from the sender. The steps for Webmail 2003 and Webmail 2007 are different. Details for those will be provided in the future.

- ✚ Locate the message that you feel is SPAM.
- ✚ Right click the message and choose **Message Options**.



- ✚ Locate the section entitled Internet Headers.
- ✚ Highlight the contents of that area and Copy (CTRL+C) them to the clipboard.





- ✚ Compose a new Email message and Paste (CTRL+V) the information into the message.
- ✚ Send the message to SpamAdmin@fwisd.org