

How to Report SPAM to SpamAdmin Account – Webmail 2007

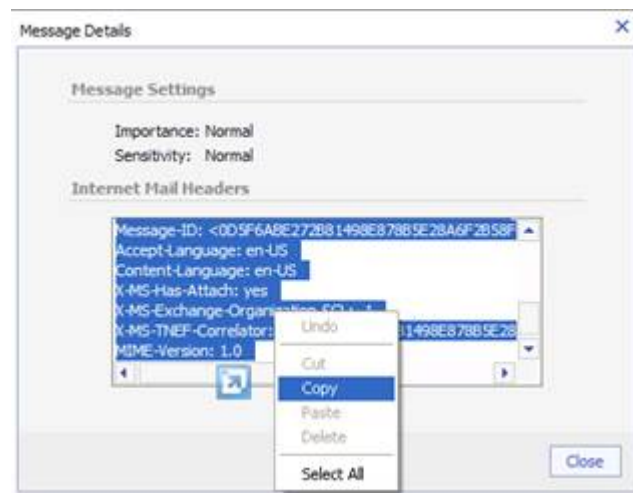
:: This document provides steps necessary to report a SPAM message to EmailAdmin using Webmail 2007 ::

When a user receive 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.

- ✚ Identify the message you feel is SPAM.
- ✚ Open the message by double clicking on it.
- ✚ Locate the icon that reads **Message Details**. (This icon can be difficult to locate. It is left of the Printer icon.)



- ✚ A box opens with the Message Details.
- ✚ Highlight the contents of the box beneath Internet Mail Headers.
- ✚ Copy (CTRL+C) and Paste (CTRL+V) the contents of the box into a new message.



- ✚ Send the message to SpamAdmin@fwisd.org