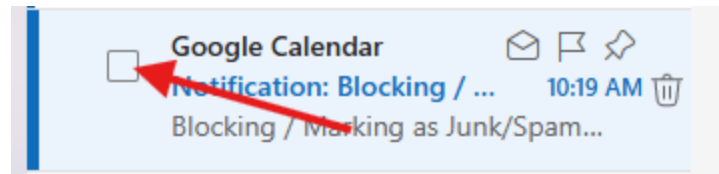
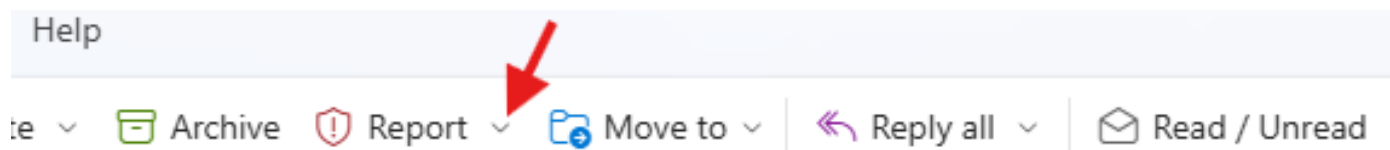


Marking an Email as Spam and Blocking a Sender in Outlook

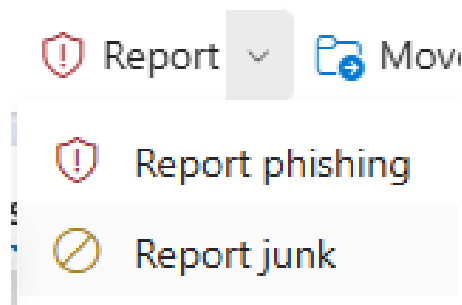
On your computer, select the unwanted message.



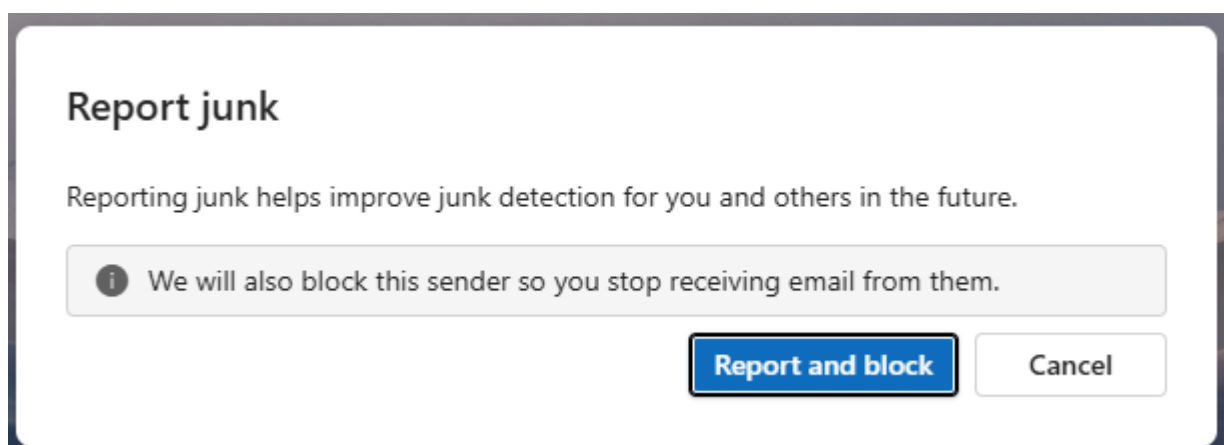
Near the top, click the down arrow next to the “Report” button that looks like a shield with an exclamation mark in it.



Select “Report Junk”.

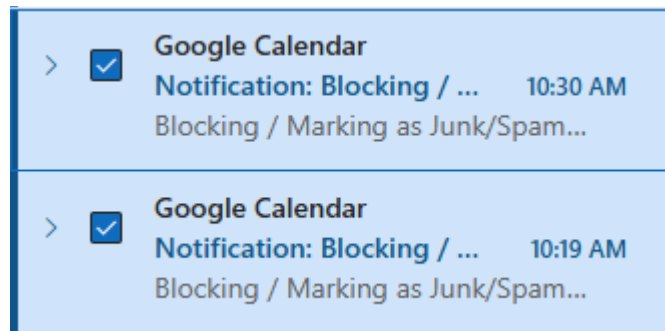


Outlook will automatically block the sender of the email you are marking as spam.

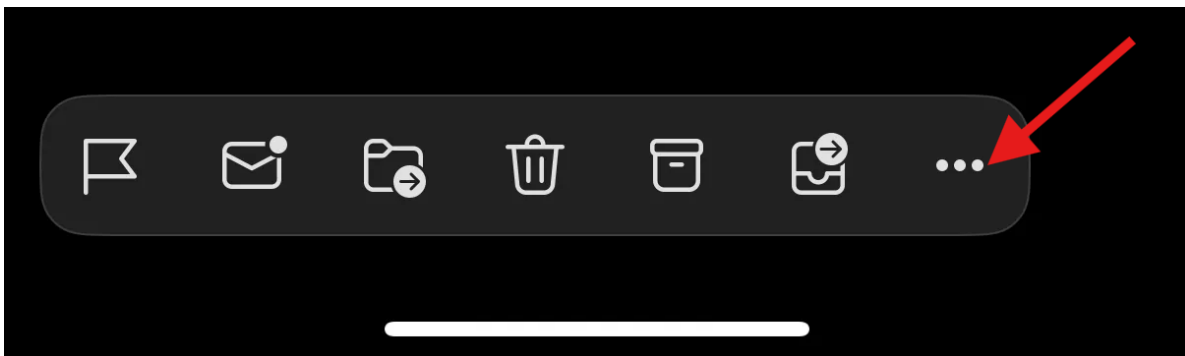




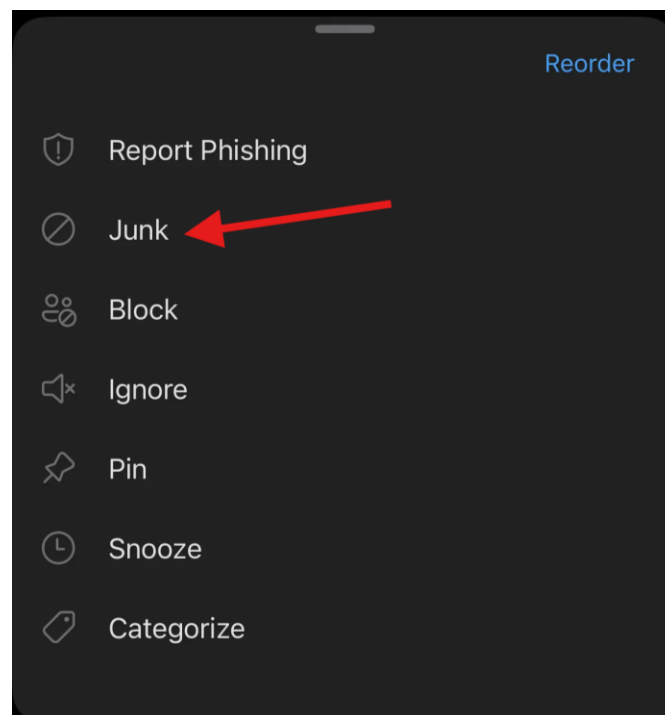
You can report several messages at once by checking their boxes and following the same steps.



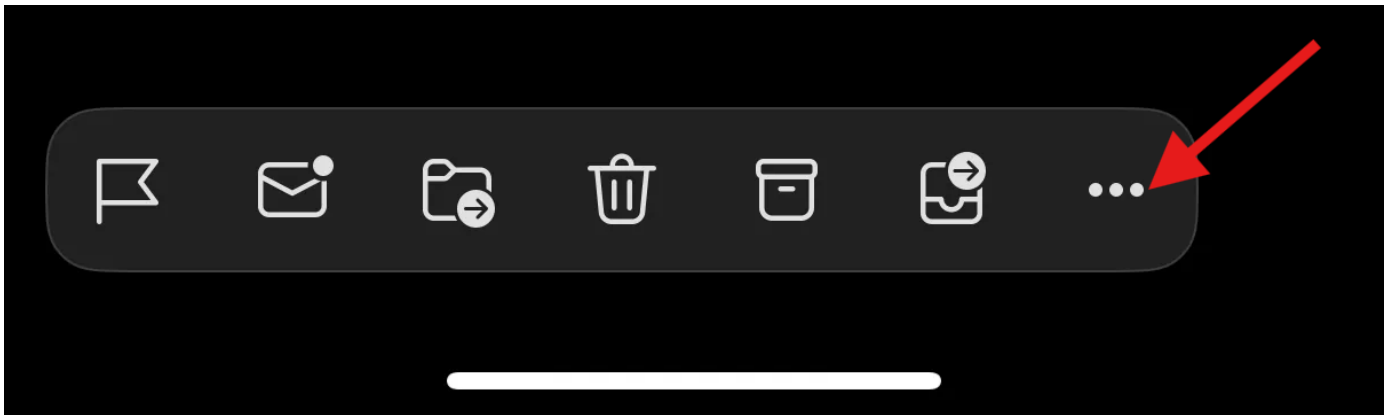
In the Outlook app on a phone or tablet, press and hold the message to select it. Then tap the three-dot option in the menu that appears at the bottom.



Tap “Junk”.



To block someone using the Outlook app on a phone or tablet, press and hold the message to select it. Then tap the three-dot option in the menu that appears at the bottom.



Tap "Block".

