

Marking an Email as Spam and Blocking a Sender in Gmail

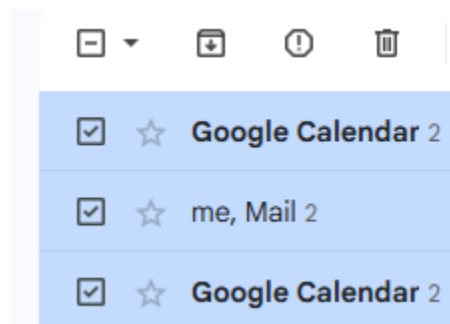
On your computer, select the unwanted message.



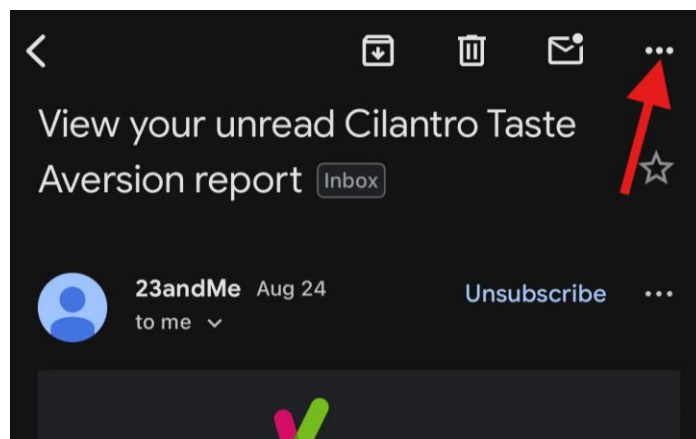
Near the top, look for the “Report spam” button, which looks like an octagon with an exclamation point inside it.



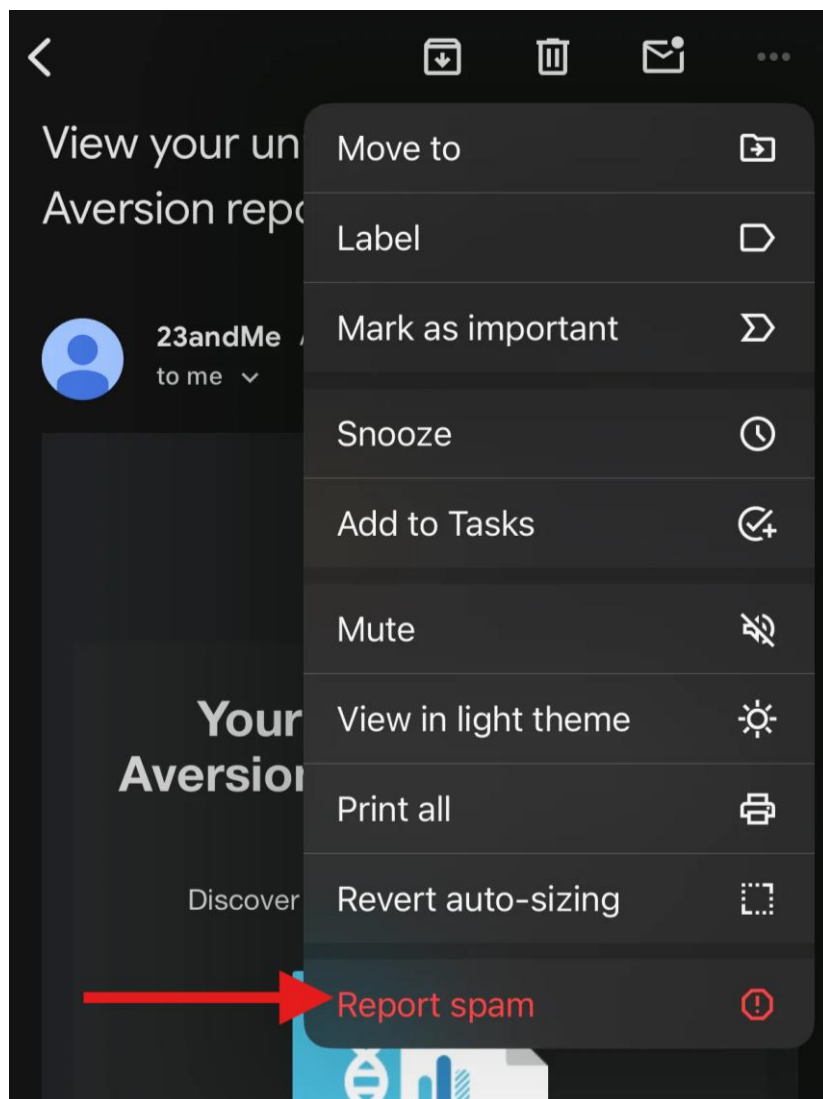
Click it and Gmail will move the message to Spam and record your report. You can report several messages at once by checking their boxes and clicking the same icon.



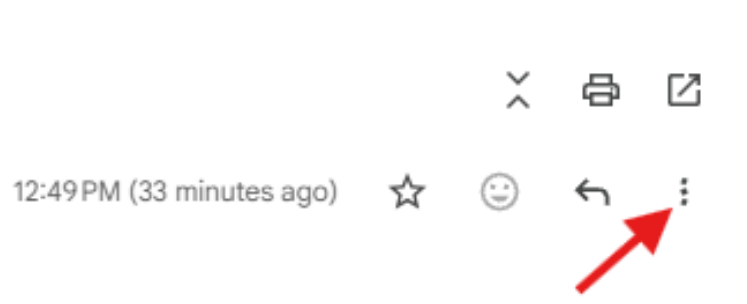
In the Gmail app on a phone or tablet, open the message and tap the three-dot menu.



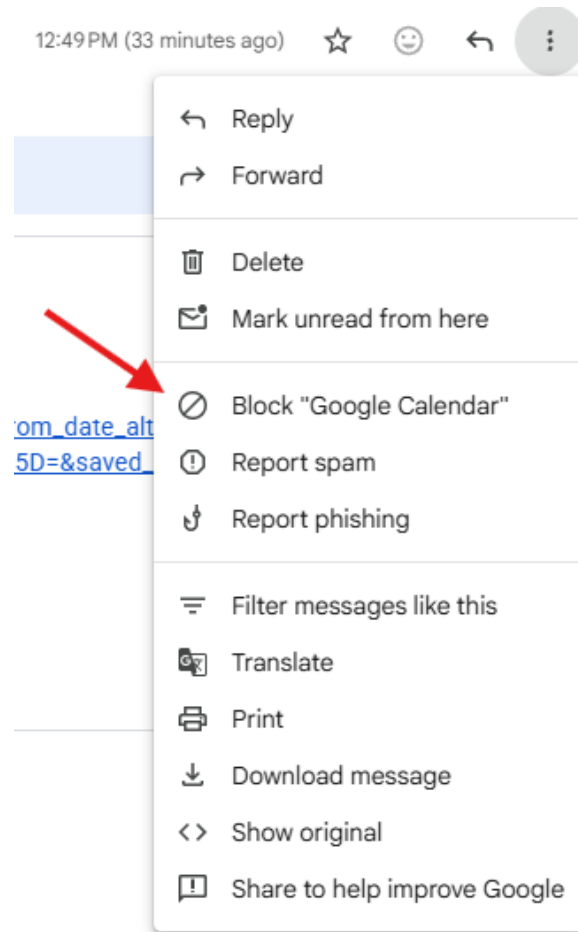
Choose “Report spam”.



If you don’t want anything else from that address, you can block the sender. On a computer, open the email and click the three-dot menu near the sender’s name.



Choose "Block [sender name]".



In the Gmail app, use the three dots next to the sender's information to find the same option.

