



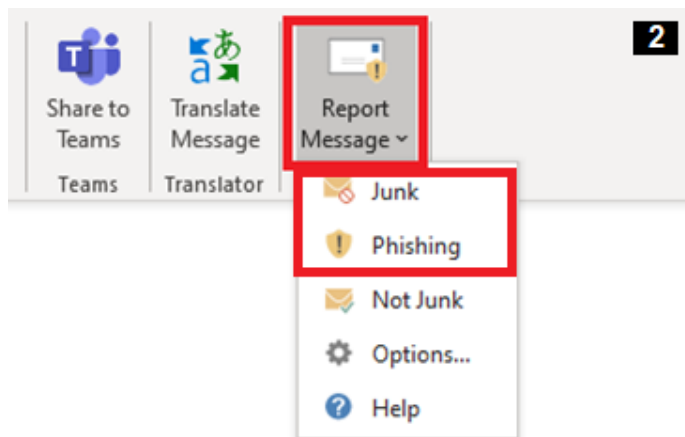
Manual Outlook Report Message Add-in

The Report Message Add-in enables you to report spam, phishing or good mail marked as spam. Microsoft uses these submissions to improve the effectiveness of the spamfilter.

Outlook : Report junk and phishing messages

For messages in the Inbox or any other email folder except Junk Email, use the following method to report spam and phishing messages:

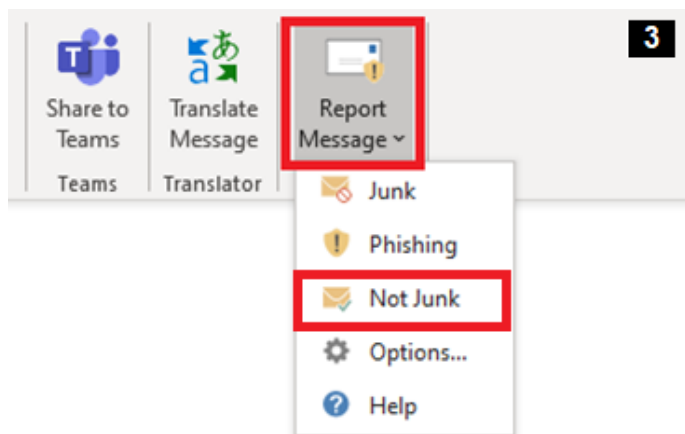
1. Select a message
2. Click **the Report message** icon in the menu



3. Click **Junk** or **Phishing**
4. Click on **Report** in the **Report as junk** or **Report as phishing** window
5. The selected messages will be sent to Microsoft for analysis and:
 - Moved to the **Junk Email folder** if they were reported as spam.
 - Deleted if they were reported as phishing.

Outlook : Report messages that are not junk

1. Go to the **Junk E-mail folder**
2. Select a message
3. Click the **Report message** icon in the menu



4. Click **Not Junk**
5. Click on **Report** in the **Report as not Junk** window
6. The selected message will be sent to Microsoft for analysis and moved to **Inbox**



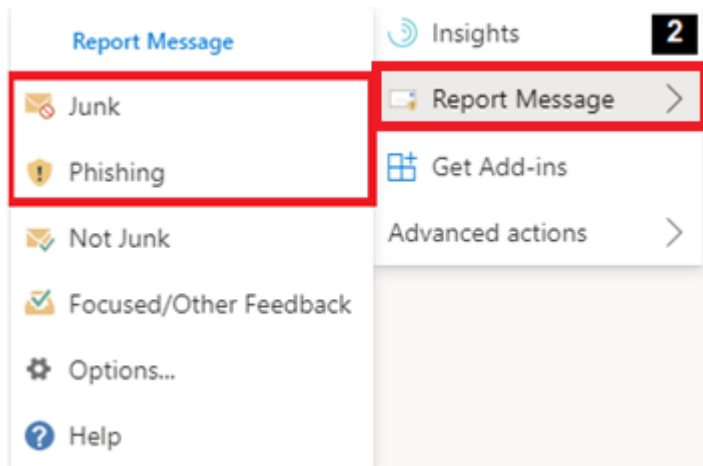
Outlook.office.com : Report junk and phishing messages

For messages in the Inbox or any other email folder except Junk Email, use the following method to report spam and phishing messages:

1. Select the **More actions** ellipses on the top-right corner of the selected message.



2. Select **Report message** from the dropdown menu, and then click **Junk** or **Phishing**.



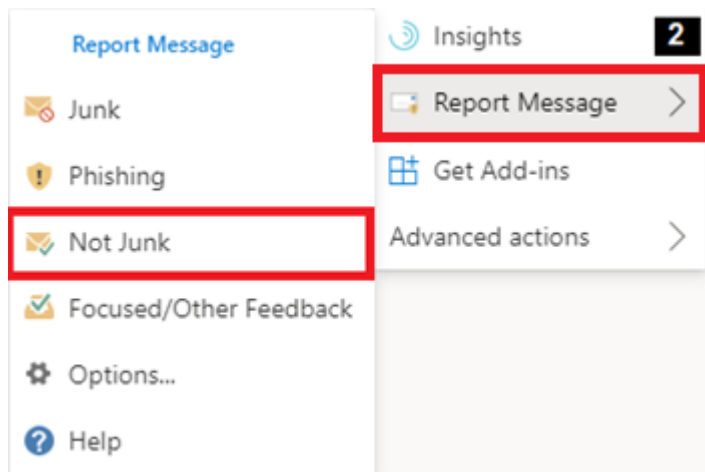
3. The selected messages will be sent to Microsoft for analysis and:
 - o Moved to the **Junk Email folder** if they were reported as spam.
 - o Deleted if they were reported as phishing.

Outlook.office.com : Report messages that are not junk

1. Select the **More actions** ellipses on the top-right corner of the selected message.



2. Select **Report message** from the dropdown menu, and then click **Not Junk**.



3. The selected message will be sent to Microsoft for analysis and moved to **Inbox**

About the Message Report Add-in

- The Report Message add-in works with Microsoft 365 and the following products:
 - Outlook on the web (outlook.office.com)
 - Outlook 2013 SP1 or later
 - Outlook 2016 for Mac
 - Outlook included with Microsoft 365 apps for Enterprise
 - Outlook app for iOS and Android
- The Message Report add-in is not available for shared mailboxes.
- Your existing web browser should work with the Report Message add-in. But, if you notice the add-in is not available or not working as expected, try a different browser.