

Houk Consulting How-To Guides: How to Use the Microsoft Junk Email Reporting Add-in for Outlook

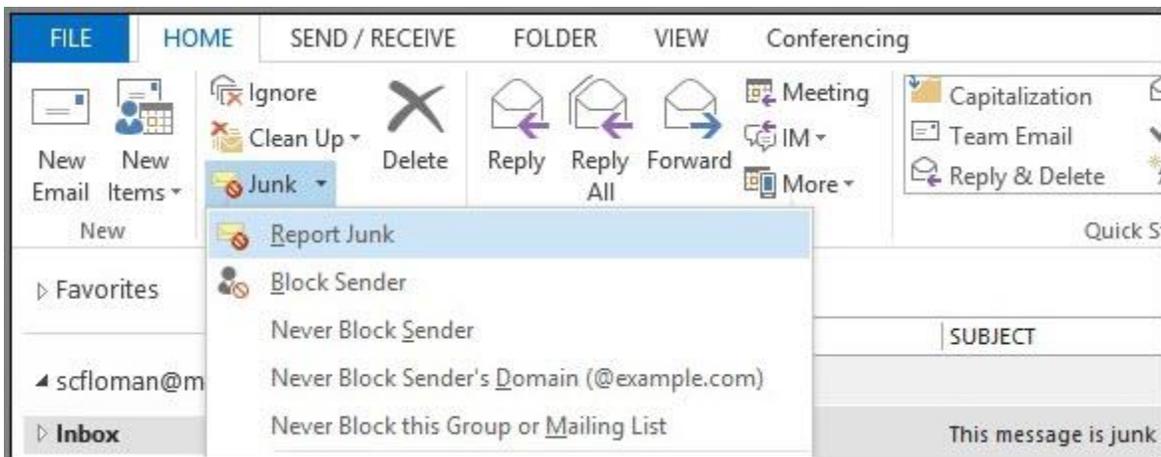
Junk email, also known as spam, is a common annoyance. Most people receive dozens of automated messages a day that are useless, dangerous, or inappropriate. You can use Microsoft's Junk Email Reporting add-in for Outlook to make your inbox a cleaner and safer place.

Your IT team has already deployed the add-in and it's ready to go on your computer. Here's a short guide on how to use it to report junk mail.

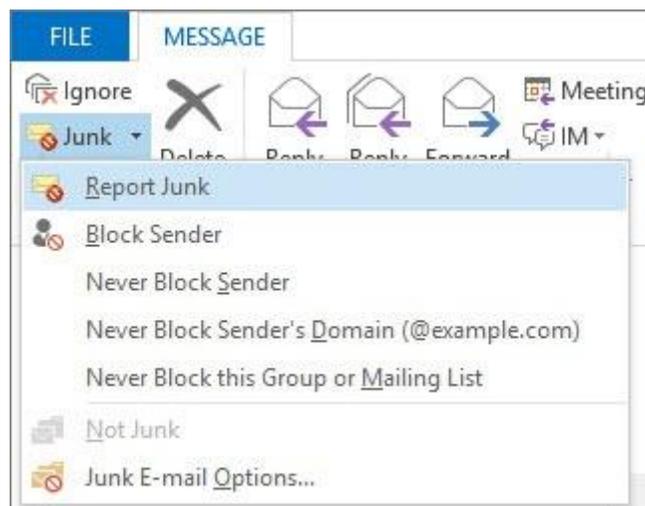
Reporting Junk Email

This tool offers a few ways for you to report junk email to Microsoft.

The first is right from the Ribbon interface at the top of the Outlook window. Click a junk message in your inbox to select it. You can also hold the **Control** key and click to select multiple messages. Once you've selected one or more, select the **Home** tab, then choose **Junk > Report Junk**.



If you'd prefer, you can also right-click a message and choose **Junk > Report Junk**. Finally, if you open a message in a new window and want to report it, you can open **Junk > Report Junk** from its top row of buttons as well.



You'll see a dialog box asking you if you'd like to report the messages to Microsoft. Click **Yes** to confirm. If you don't want to see this every time, check the **Do not show this message again** box and you won't have to confirm it again.



What Does Reporting Do?

When you use any of the above methods, the emails you selected as junk are sent to Microsoft for analysis. In Outlook, they also move into your Junk folder, so they don't bother you.

Reporting junk email to Microsoft helps it improve automated email filters. Submitting junk you receive can help others avoid similar messages in the future.