

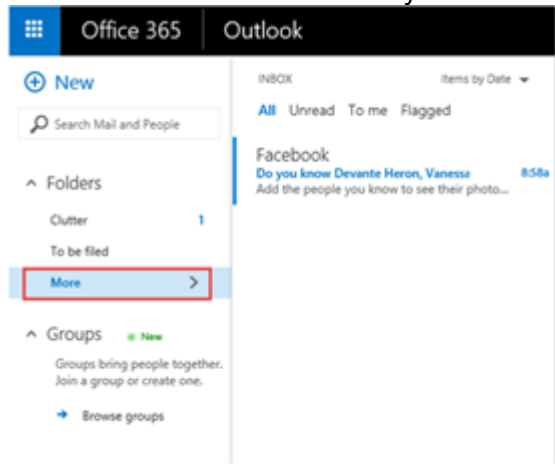
How to report SPAM and any unsolicited messages.

Two methods below, Webmail and Outlook. (Apple Mac option at the bottom)

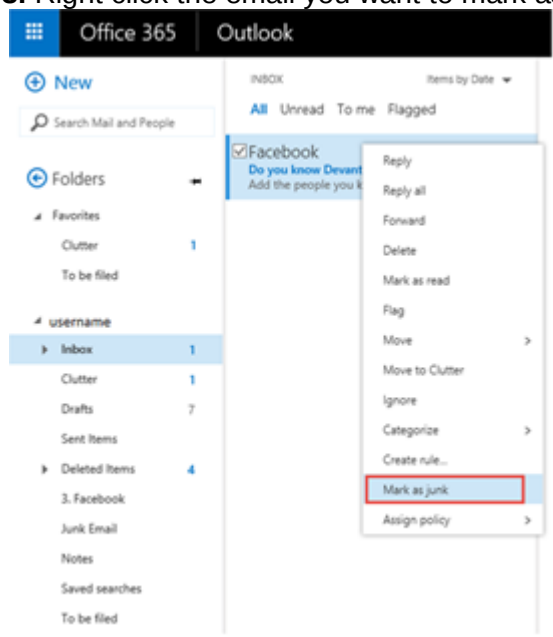
MIS Webmail (owa.eq.edu.au)

How do I report spam in MIS Webmail?

1. Navigate to [MIS Webmail](https://owa.eq.edu.au) (owa.eq.edu.au)
2. Click on 'More' and click on your inbox



3. Right click the email you want to mark as spam, then select 'Mark as junk'



4. Click on 'Report' on the pop up titled 'Report email as junk'. Do not tick the 'Don't show me this message again'

Report email as junk

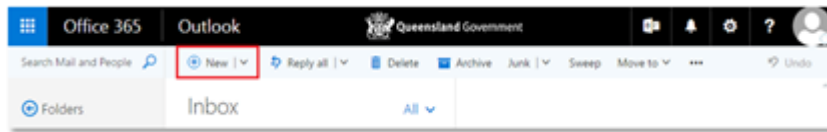
Do you want to send a copy of this message to Microsoft to help improve the accuracy of the junk email filter?

☐ Don't show me this message again

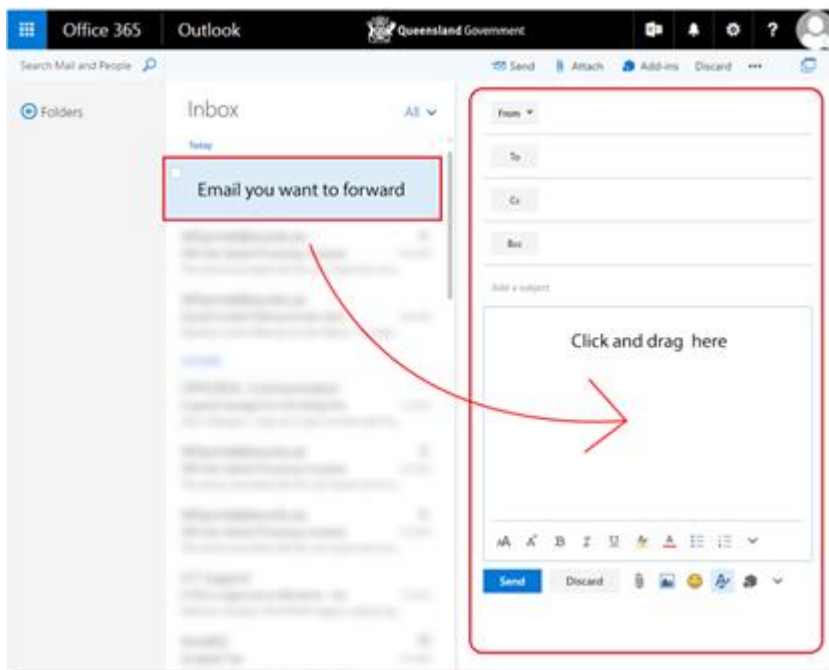
5. The email will now appear in your 'junk folder'. Similar emails that you receive in the future may also be marked as spam as well.

You can 'forward' the spam email to junk@office365.microsoft.com

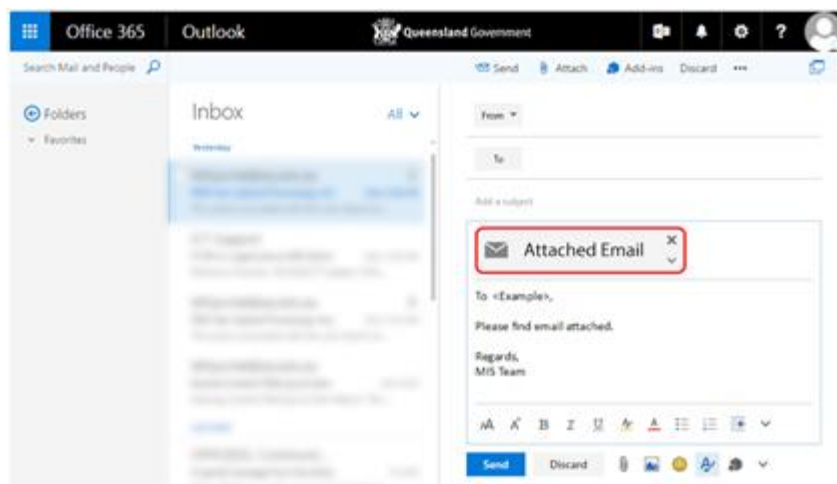
1. Click on 'New' to create a brand new email, add junk@office365.microsoft.com to the **To: field**



2. Find the email you want to attach as an attachment, then click and drag it into the email body of your new email.



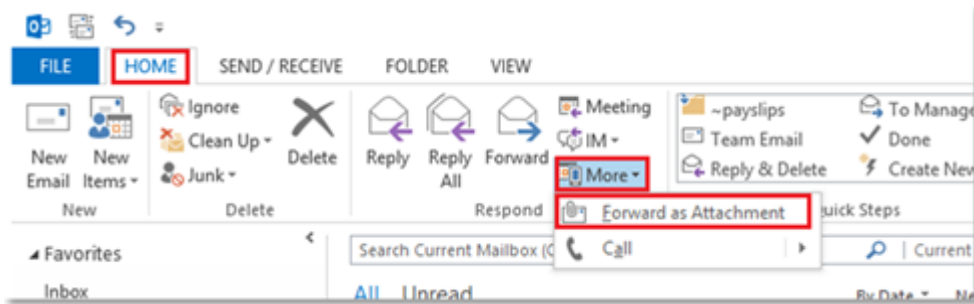
3. Once the email has been attached as below, you can continue to create your email as per normal and click 'Send' to deliver the email to your recipient.



Outlook

How do I report spam and phishing emails in Outlook?

1. Click on the email you want to report as spam or phishing
2. Click on the toolbar's 'Home' tab then click the 'More' dropdown box
3. Click on the 'Forward as Attachment' option. A new email will open with the spam email attached



For Junk:

In the 'to' field, type the address junk@office365.microsoft.com. Send email

Click send. This will forward the attachment to Microsoft for investigation

Apple MAC

How do I report spam or phishing from Mail on a Mac?

1. Click on the spam or phishing email to select it
2. Right-click (or click 'Message' from the top menu) and select 'Forward as Attachment'

