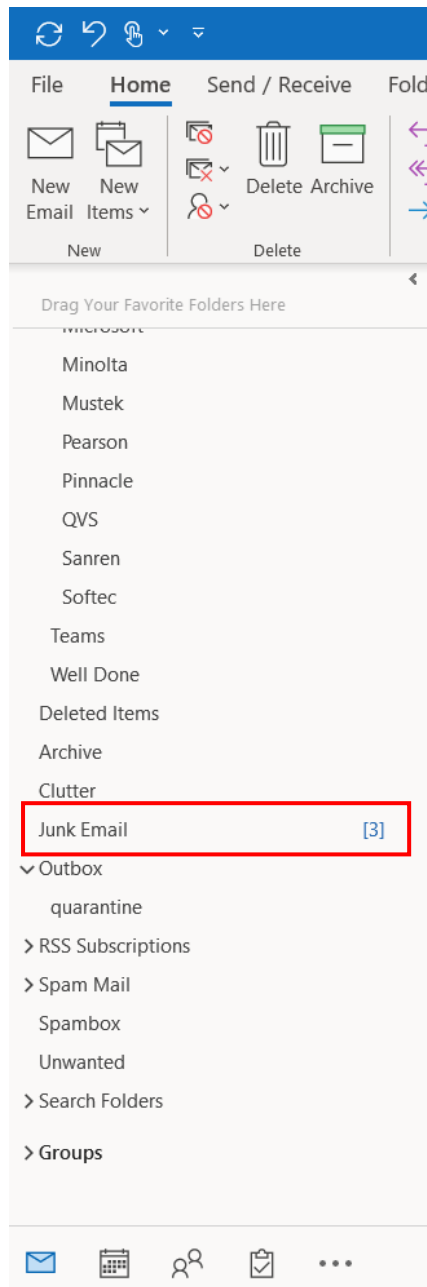


How to report junk mail and phishing emails to Microsoft

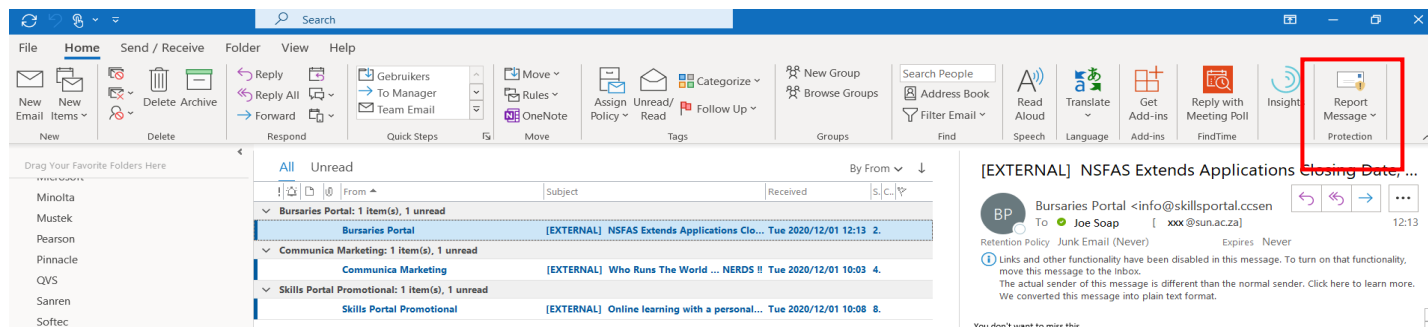
STEP 1

Go to your Junk Email folder in Outlook.



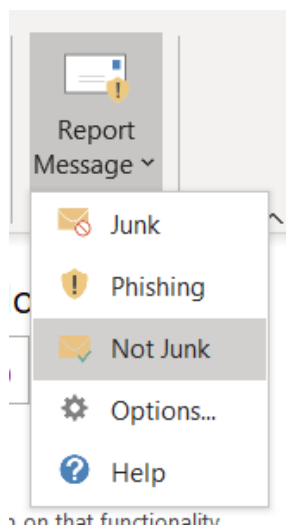
STEP 2

Left click on the message that is indicated as junk mail and which you want to report. Left click on the drop-down arrow next to **Report Message**.



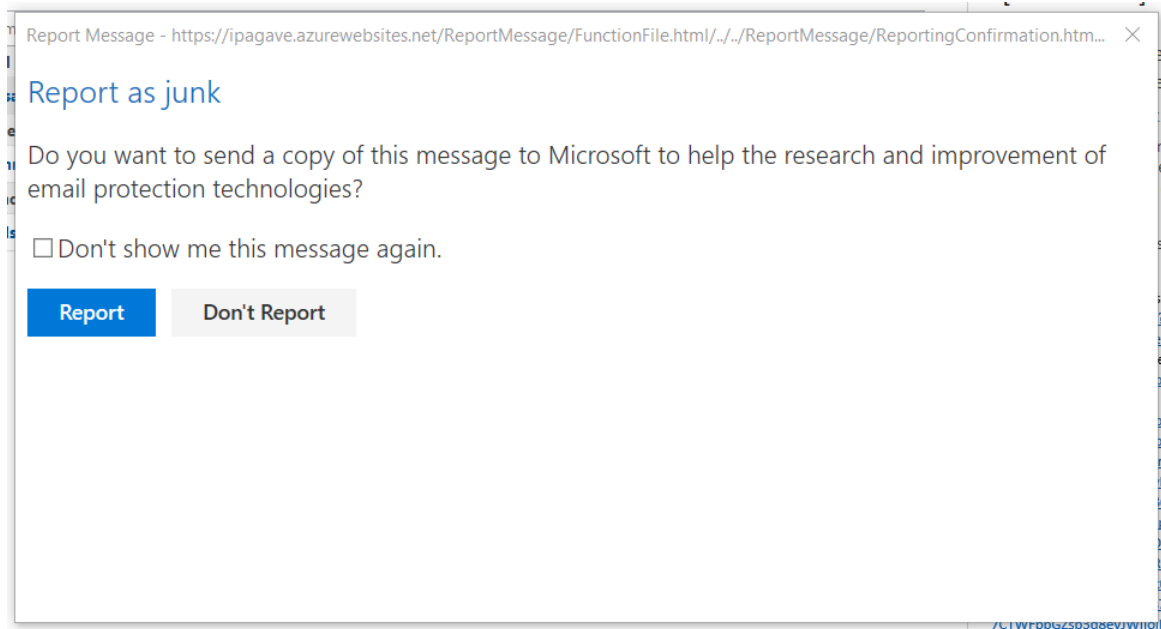
STEP 3

If the message is **Junk**, **Phishing** or **Not Junk** you will have to left clicking on the option of your choice.



STEP 4

Depending on your selected option you will receive the following message. Left click on **Report** to report the message to Microsoft.



STEP 5

The message will stay in the Junk Email folder if you selected the option **Junk** or **Phishing**.

STEP 6

If you selected **Not Junk** the message will be moved back to your Inbox.

[More information on the Outlook Report Message add-in.](#)
