

**1** In Outlook Web Access (OWA), right-click the message item or conversation you want to report as junk, and click **Mark as junk**.

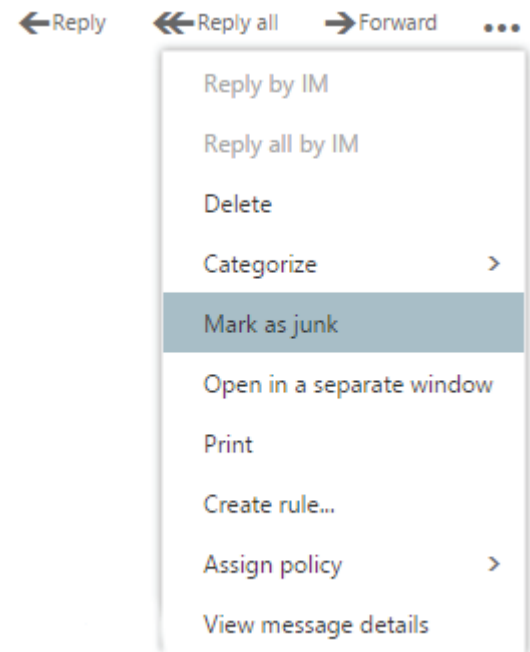
This moves the message to your Junk Email folder and adds the sender to OWA's blocked sender list (if the user is not already on the list).

Report email as junk

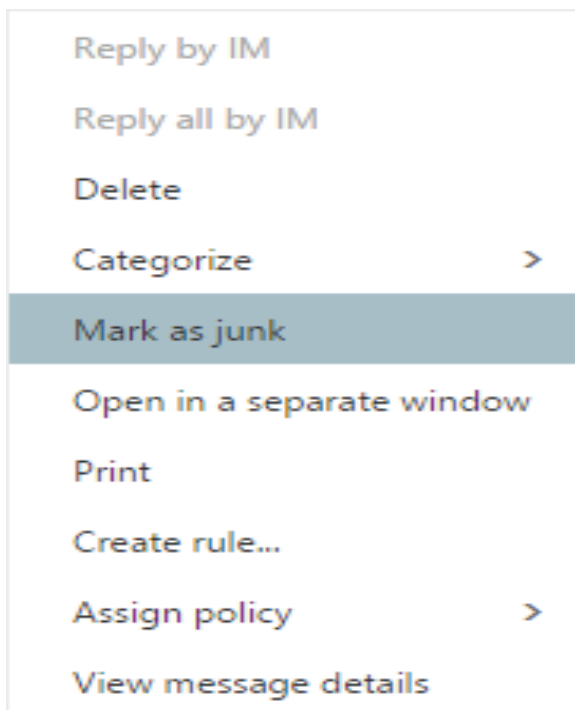
Do you want to send a copy of this message to Microsoft to help improve the accuracy of the junk email filter?

Don't show me this message again

Report
Don't report



**2** Alternatively, you can select a message and then, in the upper right pane, click **More actions...** and then click **Mark as Junk**.



**3** A dialog box opens asking if you want to send a copy of the junk email message to Microsoft for analysis. Click report to send the message to the Microsoft Spam Analysis Team at [junk@office365.microsoft.com](mailto:junk@office365.microsoft.com).

Optionally, select the Don't show me this message again checkbox if you want to automatically submit future junk messages to Microsoft without being prompted.