



# Got Spam?

In Outlook (not Gmail)



## 1. Forward spam as an attachment

(see attached instructions)

**Do not forward the spam email**

## 2. Then send to:

**spamreport@merlin.mb.ca**  
**rukno@plpsd.mb.ca**  
**jborgfjord@plpsd.mb.ca**

**3. Delete the spam email and then delete again from your "Deleted Items Folder"**

## HOW-TO Forward Spam Email in OUTLOOK as an Attachment



1. Select the email you wish to forward
2. From Home, in the Respond group, select "More"
3. Select Forward as Attachment to :

spamreport@merlin.mb.ca

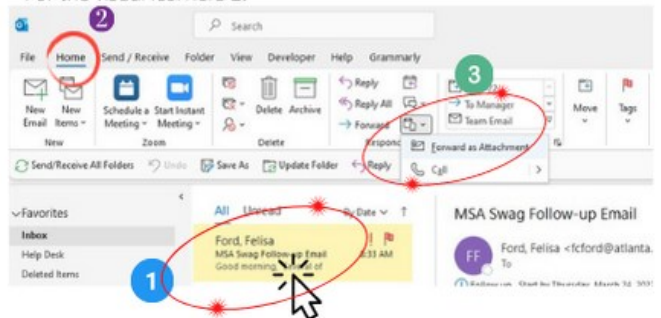
(address is in Global Address Book. Click on the "to:" button & type spam in the search bar, ENTER, the address will pop up)

rukno@plpsd.mb.ca

jborgfjord@plpsd.mb.ca



For the visual learners ☺:



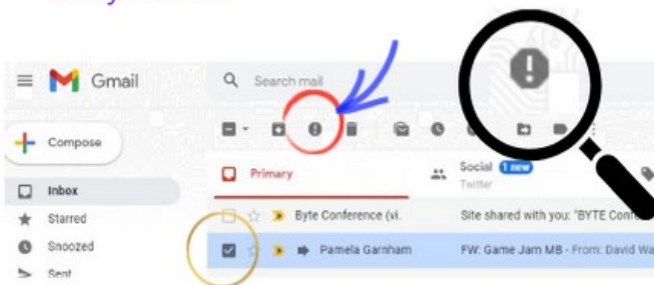
# Got Spam?

In Gmail (not Outlook)



1. From your Inbox, check the box to the left of the email you want to report as spam.

2. Click the "Spam" button at the top of the menu. This sends a spam report on the email you've selected to Gmail. You do **NOT** need to forward to anyone else.



## Tech Tip Not Related to Reporting Spam

(A 4th image was needed to balance out the poster!)

(FYI - Snipping & forwarding spam emails does not give our email providers the necessary information to stop the spam)

## One way to snip on a Windows computer - Keyboard Shortcut

Snipping Tool



1. Press Windows logo key + Shift + S. The desktop will darken while you select an area for your screenshot.
2. The screenshot is automatically copied to your clipboard. A notification also appears once you're finished taking a screenshot, select it for more editing options - copy, save, edit and more!

