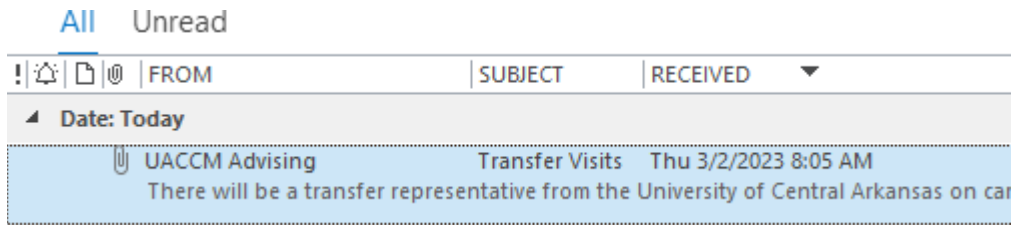


Reporting a SPAM Incident

From the desktop version of Outlook

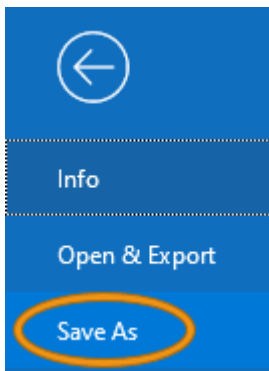
Highlight the email heading in your Inbox to select it.



Click on the **File** tab in Outlook



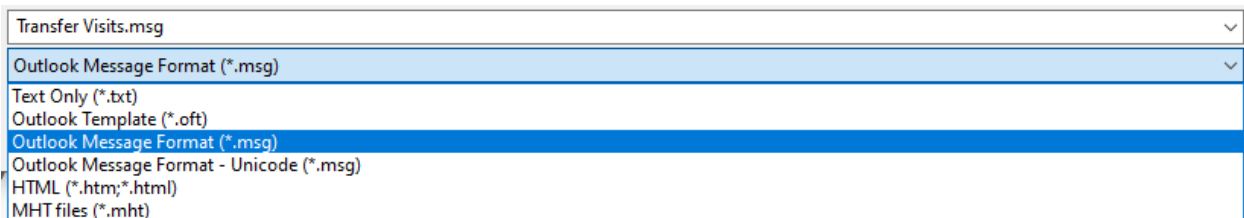
Select **Save As** from the left-hand column of the File tab



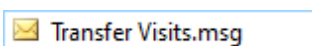
The default option is: Outlook Message Format - Unicode (*.msg)



Click the down arrow **here** and change to **Outlook Message Format (*.msg)**



Open a new blank email, address it to spam@uaccm.edu and attach the object

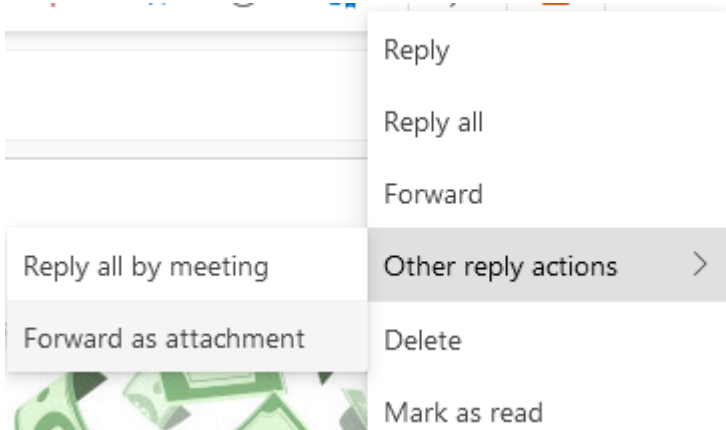


From the Microsoft 365 version of Outlook

If you have the email open in your viewing screen, click on the 3 dots next to the reply options:



This will open a drop-down menu of all reply options. Hover your mouse over "Other reply actions", then click on "Forward as attachment". This will open a new email window with the message you're forwarding attached in the Outlook item format needed for analysis.



Just address this email to Spam@uaccm.edu and send.

