

How do I report an e-mail message as spam?

Author:
Webservio Inc.

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Option 1:

From outlook client copy and save the message as .msg file.

*Please zip all files Saving a message as a file in Outlook: Step

1: Click the item you want to save as a file.

Step 2: On the File menu, click Save As.

Step 3: In the Save in box, click the location where you want to save the file.

Step 4: In the File name box, type a name for the file.

Step 5: In the Save as type box, click the file type you want. (*.MSG) = Outlook message format.

Step 6: Click save

Step 7: Zip up all samples and email back to this case.

For Lotus Notes Clients:

You can save emails (MIME only) as eml messages also, which can be opened in outlook express. The main advantages of this method is you save all the attachments and formatting as it is. Saving a message as a file in Lotus Notes:

1. Open the email.

2. From the Lotus menu select View-> Show -> Page Source 2. Select & Copy entire page source to clipboard

3. Start text editor and paste.

4. Save the file with extension .eml

5: Zip up all samples and email back to this case.

Option 2: >From email client as an attachment.

Steps to send as attachment:

1. Open new message from client that is getting spam.

2. Drag and drop spam messages into new message.

Send email message to stopspam@webservio.com.