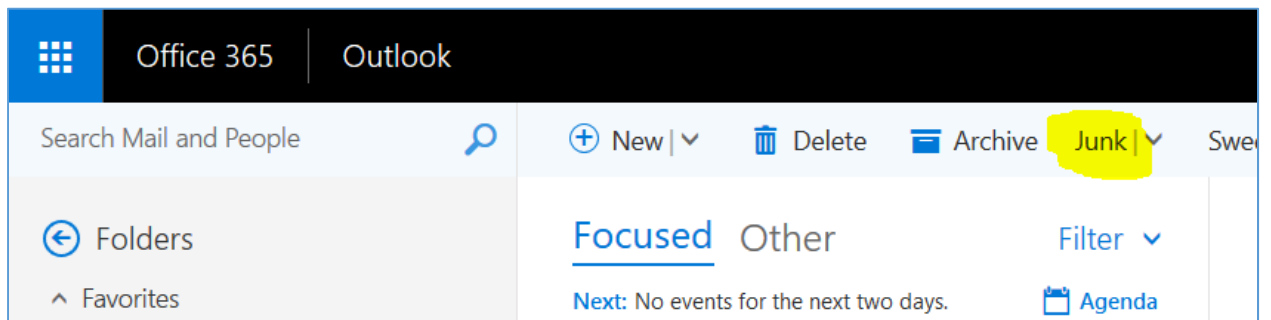


## **Block Sender (Outlook on Office 365)**

These instructions are for messages that get past the Spam filter and into your Inbox. To make future messages from the sender go into the Junk Mail folder.

1. Open Outlook in Office 365 (<https://outlook.office.com>)
2. Select the spam message in your Inbox.
3. Click “Junk” button in the menu. *(This will automatically add the sender’s email address to your blocked Sender List.)*



4. You will be prompted if you want to report to Microsoft. *(This is generally safe to report, but it is essentially forwarding a copy of the message to [junk@office365.microsoft.com](mailto:junk@office365.microsoft.com) for analysis. This does not necessarily prevent future messages from going to the Inbox. Do not report anything with confidential or sensitive information.)*

