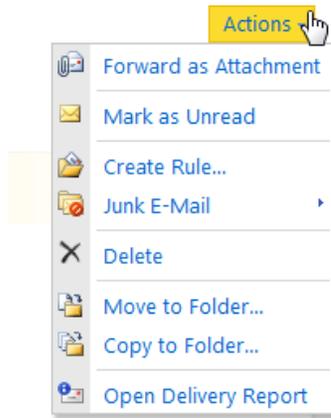
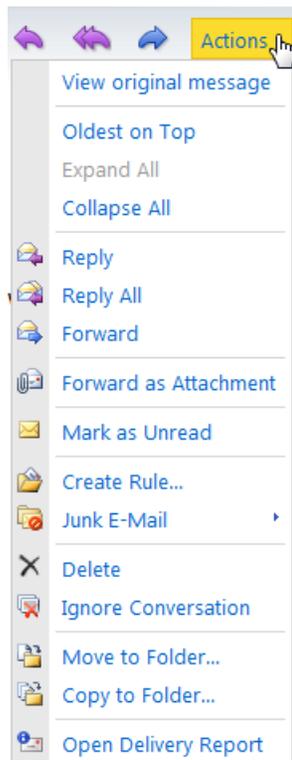


Forward Spam Message as an Attachment in the Outlook Web App

1. Select the message that is suspected to be spam (click on the message once).
2. Click the “Actions” button on the far-right side of the screen to expand the drop down menu. From those options, click “Forward as Attachment”.

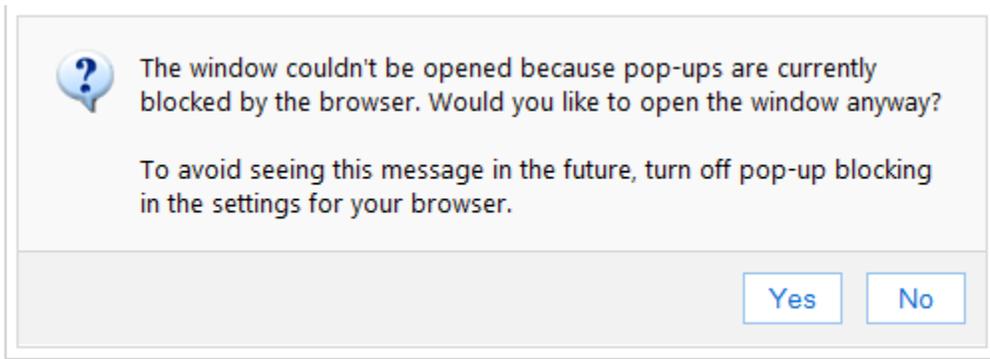


This is what the “Actions” button will look like if the email has been moved to the “Junk E-Mail” folder.



This is what the “Actions” button will look like if the email is in your “Inbox”.

3. If pop-up blocking is enabled on your browser, then the browser will ask if you would like to open a new window for the new email message. Click “Yes”



4. You should now have a new email window open with the spam message as an attachment. The email should be sent to spam@edgewave.com as shown in the screenshot below. Click the “Send” button.

