Junk and Phishing Email in Office 365 Outlook Web Access (OWA)

**Reporting Junk or Phishing Emails**

1. Log into Outlook Web access (OWA)

2. Click “New” to open the compose pane

3. Click and drag the junk or phishing email into the body of the email. *You can drag multiple emails to report them all at once.*

4. Enter the recipient of the email as “uwmed-abuse@uw.edu”

5. Click Send. *This reports the email to UW Medicine ITS Security*

6. Select the junk or phishing email

7. If you want to report multiple emails, use the checkboxes next to each email

8. Click on the “Junk” button near the top. *This allows you to report the message to the Microsoft Office 365 Spam filter.*
Junk and Phishing Email in Office 365 Outlook Web Access (OWA) (Cont.)

**b** Reviewing Junk or Phishing Email

1. It is a good idea to periodically check your “Junk Email” to make sure a legitimate email was not incorrectly marked as junk.

1. From Outlook Web access (OWA), select the “Junk Email” folder from the left sidebar. You may need to click “More” to see all your Folders first.

2. All the emails that have been marked as Junk or Phishing will appear here. If you find a legitimate email here, select it.

3. Click the “Not junk” button near the top. This will move the email into the Inbox.