



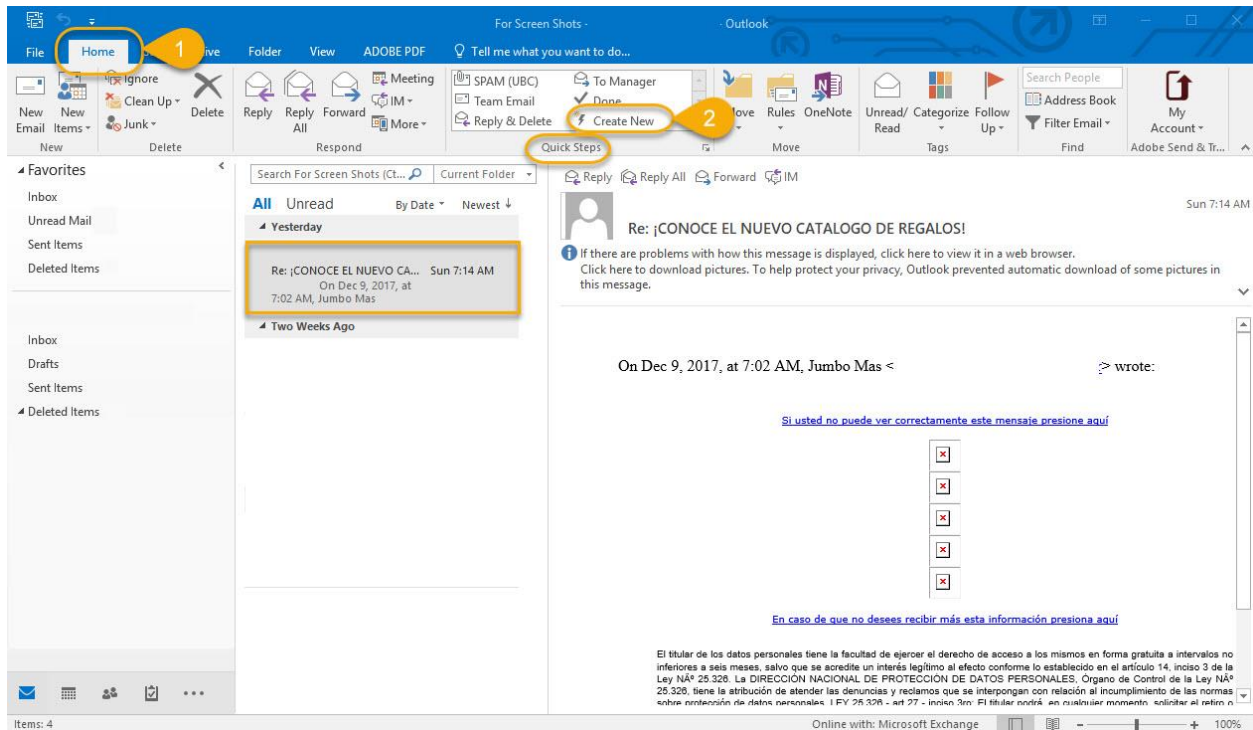
Creating quick steps to report spam and remove it in one click

Quick Steps is a feature in **Microsoft Outlook for Windows** that applies actions to your email messages. This helps you quickly manage your mailbox. For example, if you frequently received SPAM messages you can use a Quick Step to forward the message to is-spam@ubc.ca. These are sent to the vendor who will update spam scanning rules.

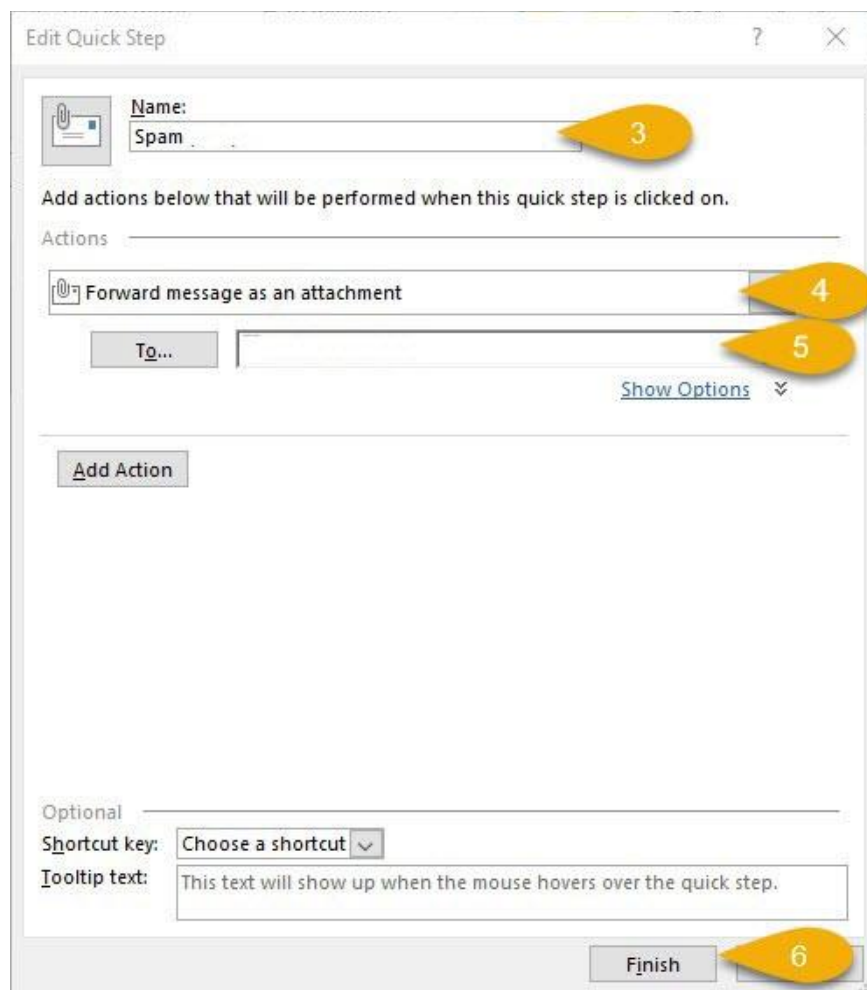
This will reduce, not eliminate spam.

Follow the steps below, or watch the video guide here: <https://youtu.be/gVzKxiI9y0U>

First, open up Microsoft Outlook:



1. Click the Home tab button and find the Quick Step
2. Click Create New from the Quick Step

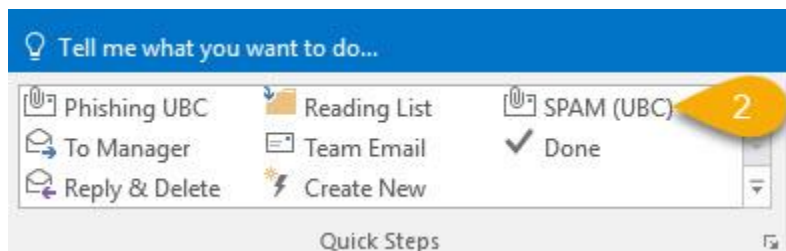


3. Name box, type a name for the new Quick Step. (e.g. SPAM)
4. In the Action box, scroll down and select, “Forward message as an attachment”
5. Type UBC vendor email address: is-spam@ubc.ca
6. Click on Finish button. You have successfully created the quick steps to report Spam.

You will need to **create** Quick Steps **only once** to gain access to your new Quick Step function.

How to use it...

1. Select the spam email
2. Click on the newly created Quick Step. E.g. SPAM (UBC)
3. Click on Send.



These are sent to the vendor who will update spam-scanning rules.

Reminder: This will reduce, not eliminate spam.