How to Report Spam or Phishing Email

Outlook for Windows:

1. Open the spam message.
2. Click on the File Menu, then the Properties button.
3. Select all the text in the Internet Headers box, then press Ctrl+C to copy the text into your clipboard. Close the Message Options window.
4. While viewing the spam message, click on the Forward button.
5. Press Ctrl+V to paste the header text into the top of the message. Leave a blank line between the headers and the message body.
6. Address the message to junkmailsubmission@ccsu.edu and click on the Send button. Delete the message from your Inbox.

Outlook for Mac:

1. From the Inbox, right-click the e-mail message (to right-click, hold down the Control key and click the mouse).
2. Click on View Source.
3. The Internet Headers will open in a separate Text Edit window.
4. Select all of the text in the Text Edit window and use the Copy command to copy it to your clipboard.
5. While viewing the spam message, click on the Forward button.
6. Paste the header text into the top of the message. Leave a blank line between the headers and the message body.
7. Address the message to junkmailsubmission@ccsu.edu and click on the Send button. Delete the message from your Inbox.

Outlook Web access (webmail.ccsu.edu)

1. With the spam message open in Outlook Web Access, click the envelope icon (message details) right before the printer icon.
2. The Message Details will open in a separate Text Edit window.
3. Select all of the text in the Internet Mail Headers window and use the Copy command to copy it to your clipboard.
4. While viewing the spam message, click on the Forward button.
5. Paste the header text into the top of the message. Leave a blank line between the headers and the message body.
6. Address the message to junkmailsubmission@ccsu.edu and click on the Send button. Delete the message from your Inbox.