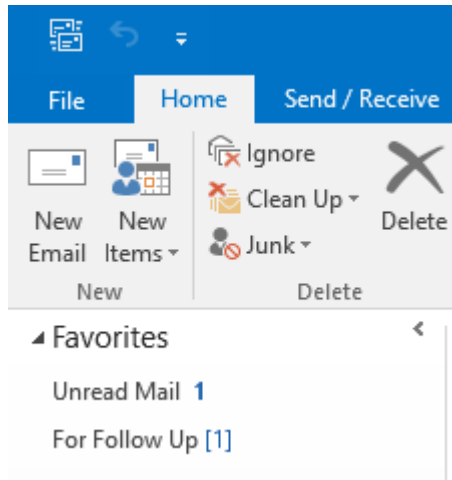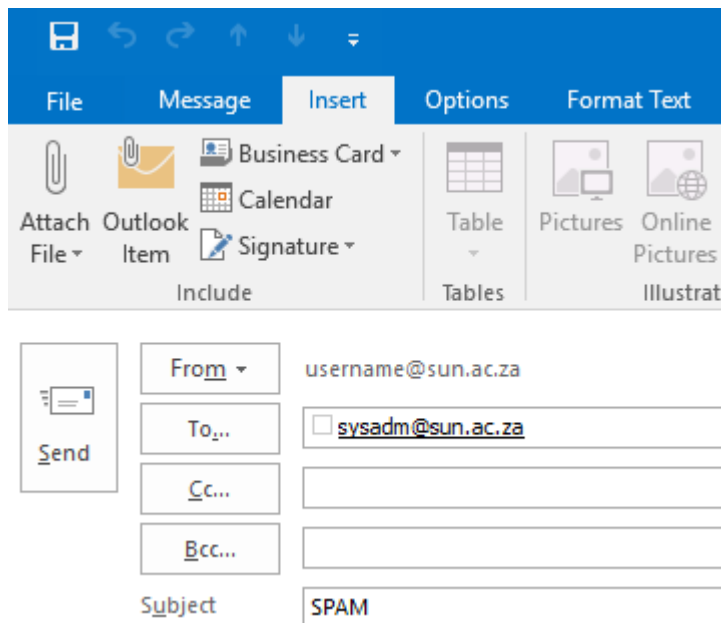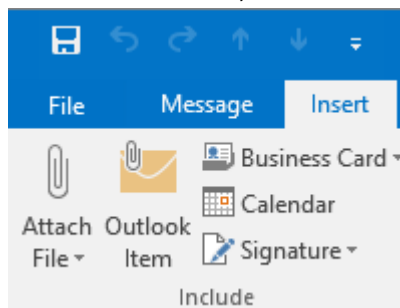# How to report spam

Start **New Email**
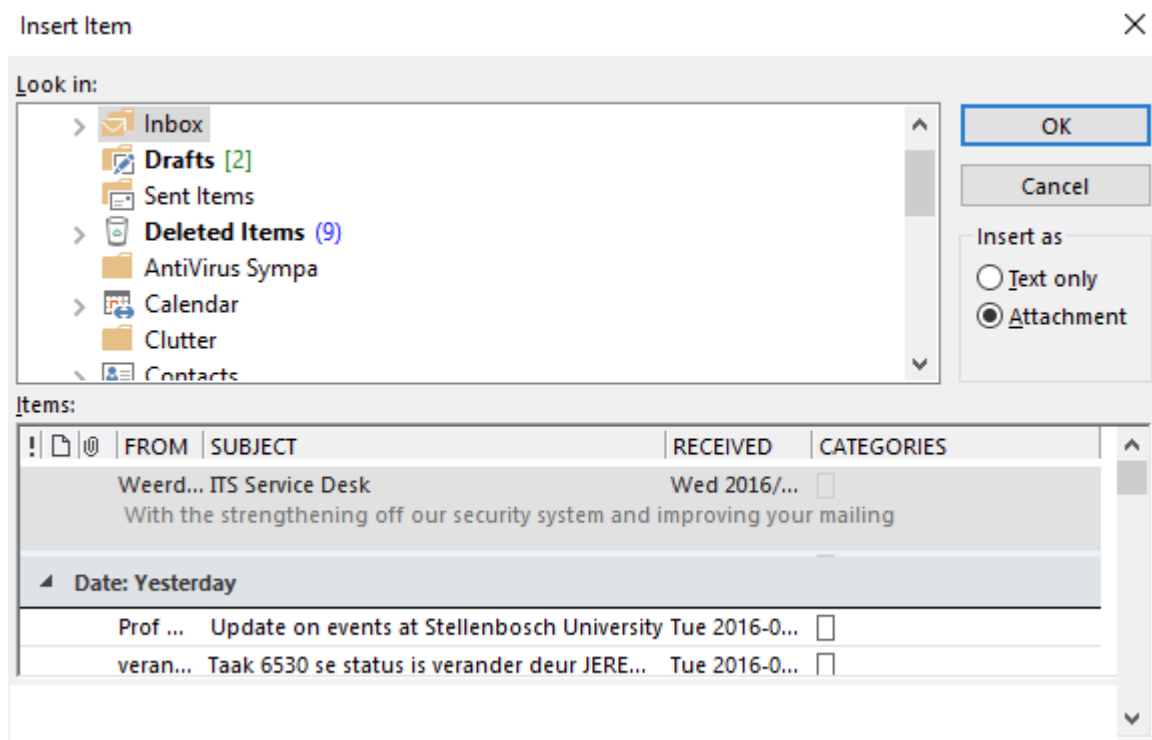

In the new message window type the **sysadm@sun.ac.za** address in the To… field and **SPAM** in the Subject field as displayed below
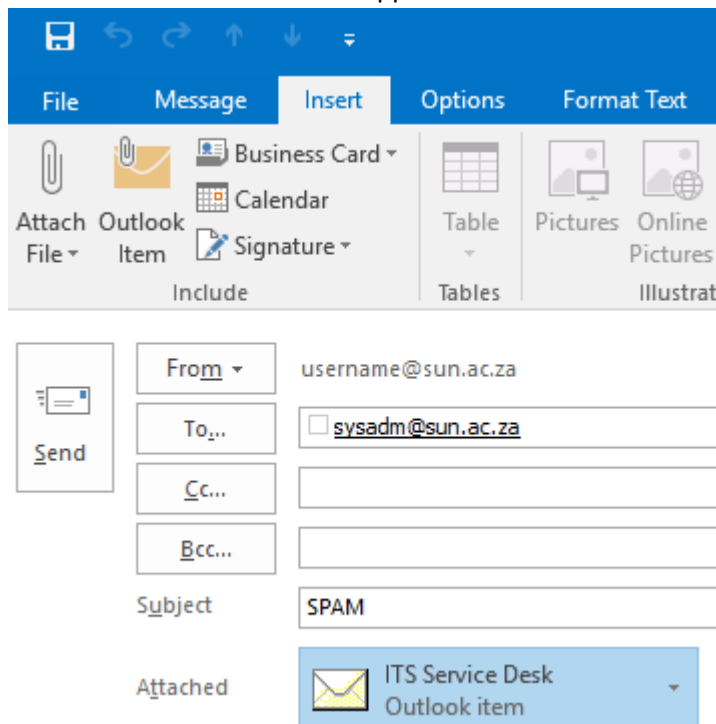

Click on **INSERT** tab, and then select **Outlook Item**

Outlook 2016

Office

The **Insert Item** window will appear. Select the **SPAM** email from the list and click OK

The selected SPAM email will appear as an attachment in the Attached-field of the email

Click **Send**