

Spam Reporting for shakopee.k12.mn.us Accounts

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Use the following ticket type:

Technology > Software or Website Issue > E-mail or Outlook

Overview

The district utilizes Office 365 spam filtering tools.

Tools include:

- User submission of junk and spam (see steps below)
- Daily email of quarantined emails (potential harmful messages)

Video references:

- Mac Outlook: bit.ly/SPAMforMac
- Windows Outlook: bit.ly/SPAMforPC

Step-by-step Guide

1

Open a new email message.

2

Remove any signature text from body of message.



Microsoft requests body of message be blank to prevent issues when examining.

3

Set To Address to respective address:

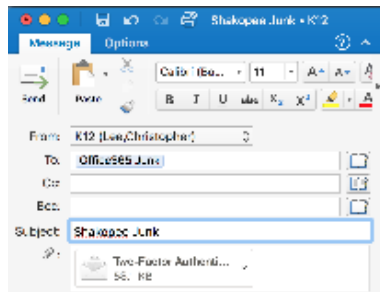
- Junk: junk@office365.microsoft.com
- Phishing: phish@office365.microsoft.com

Set Subject to something like:

Shakopee Phishing / Shakopee Junk

4

Drag the emails to report onto the message. They should appear as attachments in message window (Example below).



Related Articles

- [Adding a Delegate to Office 365 account via Windows](#)
- [Adding a Delegated\Shared Account to Office for Windows](#)
- [Spam Reporting for shakopeeschools.org Accounts](#)
- [Spam Reporting for shakopee.k12.mn.us Accounts](#)
- [Delegate Access - Revoking for an Office 365 account via Windows](#)

Related Links & References

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