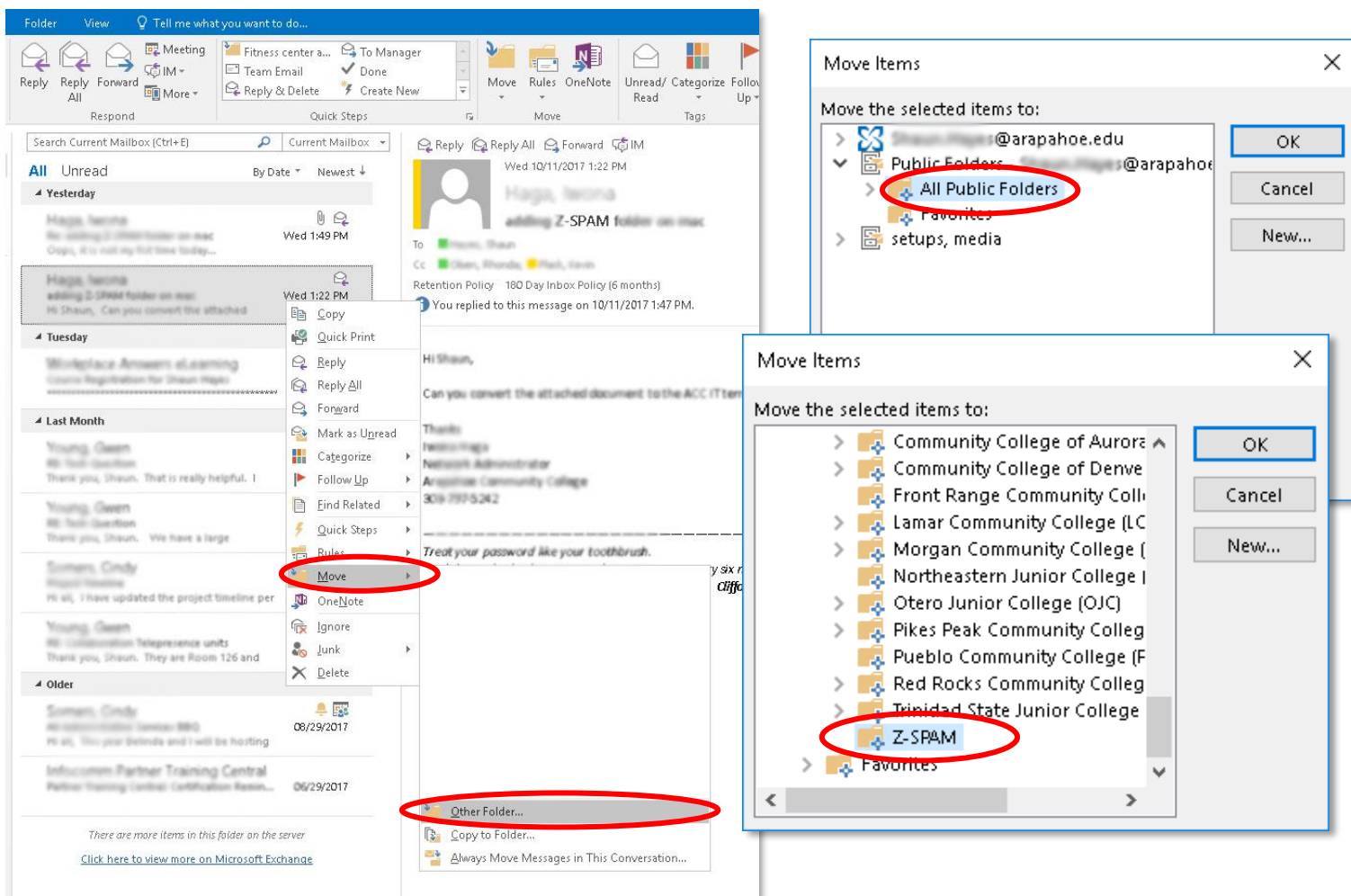


IT Department

How to add spam or suspicious emails to the Z-Spam folder.

In Microsoft Outlook on a Windows 10 PC:

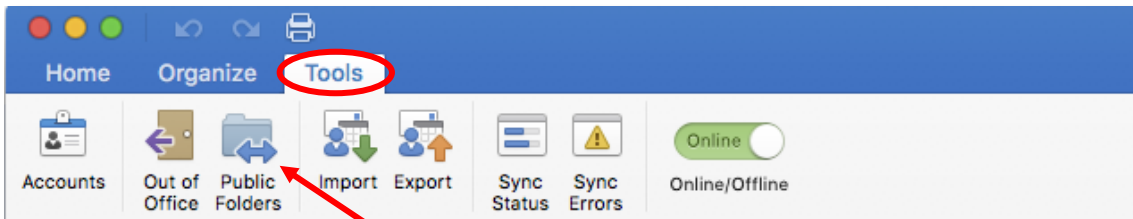
- Right-click on the spam or suspicious email
 - Select “Move” then “Other Folder”
 - In the new window scroll down and select “All Public Folders” then “Z-Spam” and click “OK”



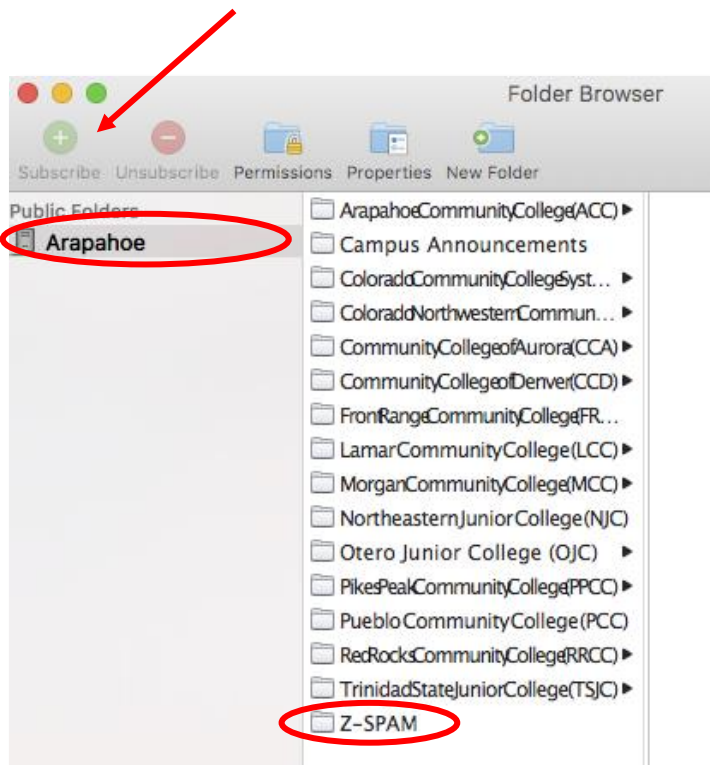
The screenshot illustrates the steps to move an email to the Z-SPAM folder in Microsoft Outlook. The main window shows an email from 'Haga, Irma' with a context menu open over it. The 'Move' option is circled in red. The 'Move Items' dialog box is open, showing the folder structure. 'All Public Folders' is circled in red. A second 'Move Items' dialog box is shown, with 'Z-SPAM' circled in red.

In Microsoft Outlook on a Mac PC:

- Click on the “Tools” Tab
 - Then Click on “Public” Folders



- In the new window
 - Select “Arapahoe” then select “Z-Spam”
 - Click “Subscribe”
- The Z-Spam Folder will now be available in your Outlook folders



You can now simply drag the spam or suspicious email into the Z-Spam folder, located under your Subscribed Public Folders.

