

How to Create a Not Spam Report Button in Outlook

Introduction

When you receive an e-mail that you believe should not had been marked as **[SUSPECTED SPAM]**, you can typically forward that e-mail as an attachment to our team to ham@deeztek.com. This usually involves selecting the e-mail in question, clicking on **More** in the **Respond** Outlook ribbon toolbar, selecting **Forward as Attachment (Figure 1)** filling out the **To** field with **ham@deeztek.com** and clicking **Send (Figure 2)**.

Figure 1

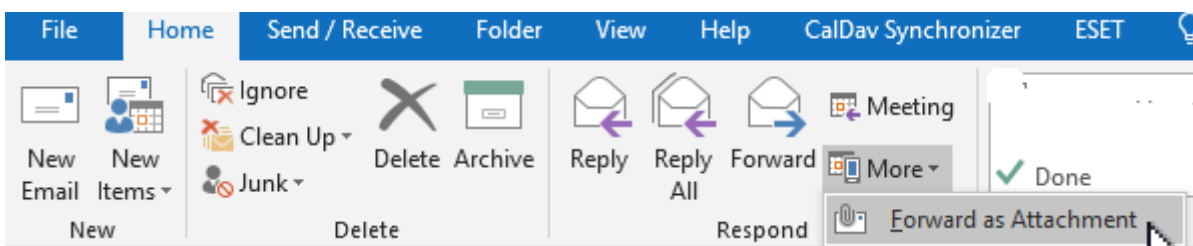
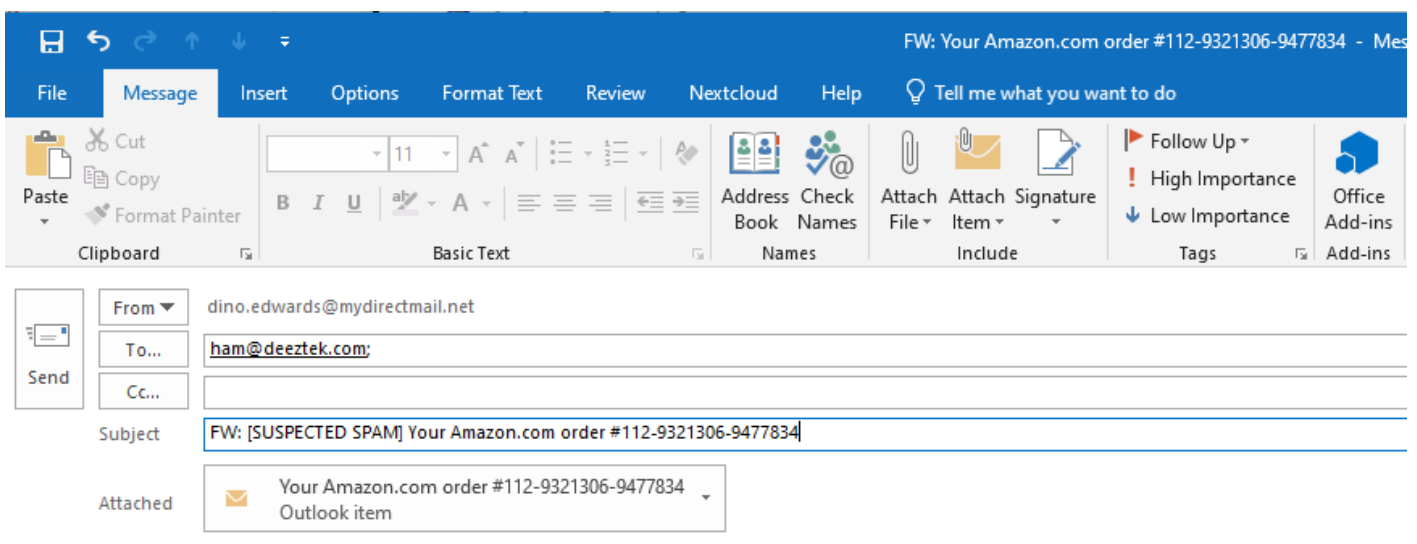


Figure 2

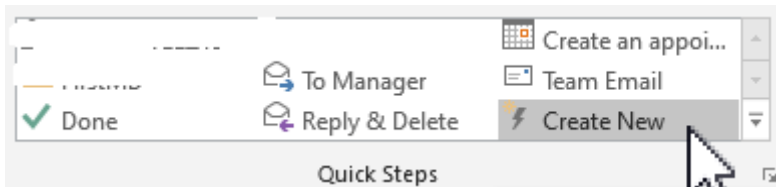


While this is not very time consuming, you can simplify this process by creating a **NOT SPAM** button in Outlook to speed up the process.

Create a Not Spam Report Button

In the Outlook **Quick Steps** ribbon toolbar, click on **Create New** (Figure 3).

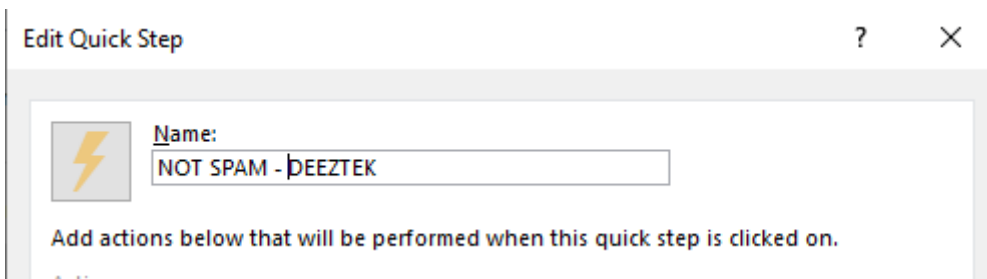
Figure 3



In the **Edit Quick Step** window, set the following:

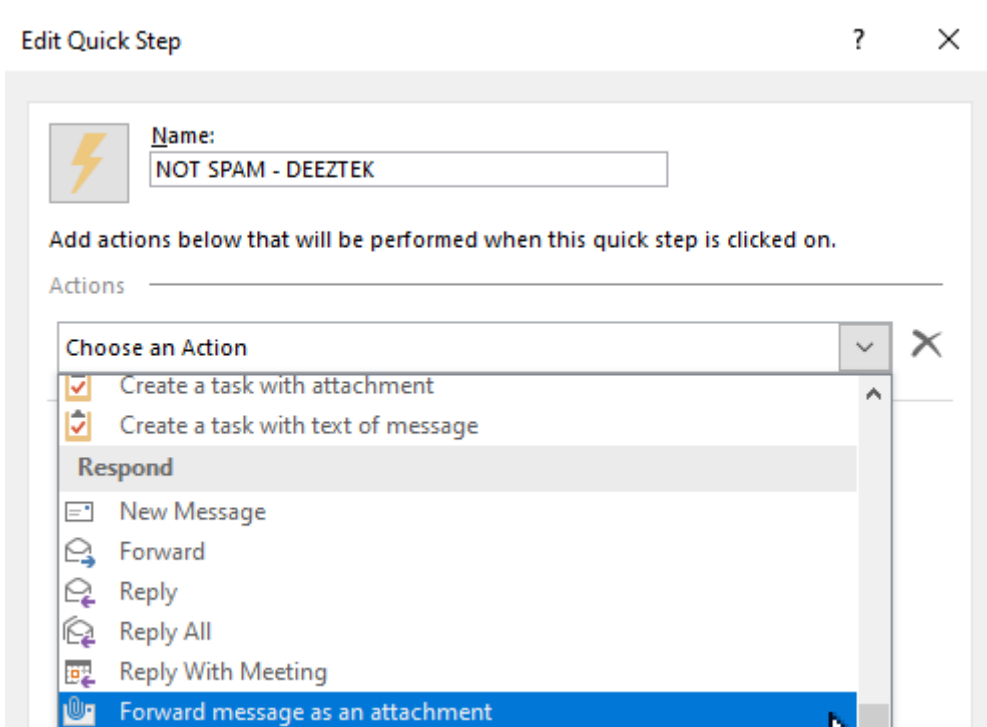
Set the **Name:** field to **NOT SPAM - DEEZTEK** (Figure 4).

Figure 4



Click the **Choose an Action** drop-down and select **Forward message as an attachment** (Figure 5).

Figure 5



In the **To...** field enter **ham@deeztek.com** (Figure 6).

Figure 6

Edit Quick Step ? X

Name:
NOT SPAM - DEEZTEK

Add actions below that will be performed when this quick step is clicked on.

Actions

Forward message as an attachment v X

To... ham@deeztek.com

[Show Options](#) v

Click on **Show Options**, in the **Subject:** field enter **[REPORT HAM]: <subject>** and check the **Automatically send after 1 minute delay** checkbox (**Figure 7**).

Figure 7

Edit Quick Step ? X

Name:
NOT SPAM - DEEZTEK

Add actions below that will be performed when this quick step is clicked on.

Actions

To... ham@deeztek.com

[Hide Options](#) ^

[Add Cc](#) [Add Bcc](#)

Subject:
[REPORT HAM]: <subject>

Flag:
No Flag v

Importance:
No Change v

Text:

☒ Automatically send after 1 minute delay.

Finally, click the **Finish** button (**Figure 8**).

Figure 8

it Quick Step

Name: NOT SPAM - DEEZTEK

Add actions below that will be performed when this quick step is clicked on.

Actions

To... hams@deeztek.com

Hide Options

Add Cc Add Bcc

Subject: [REPORT HAM]: <subject>

Flag: No Flag

Importance: No Change

Text:

☒ Automatically send after 1 minute delay.

Add Action

Optional

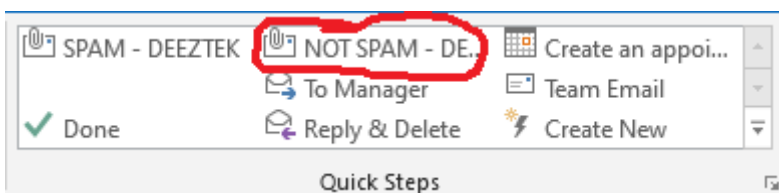
Shortcut key: Choose a shortcut

Tooltip text: This text will show up when the mouse hovers over the quick step.

Finish Cancel

The button you just created will be visible in the **Quick Steps** ribbon toolbar in your Outlook window (**Figure 10**)

Figure 10



Revision #2

Created 21 November 2020 10:39:06 by Dino Edwards

Updated 21 November 2020 12:44:19 by Dino Edwards