

# 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](mailto: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

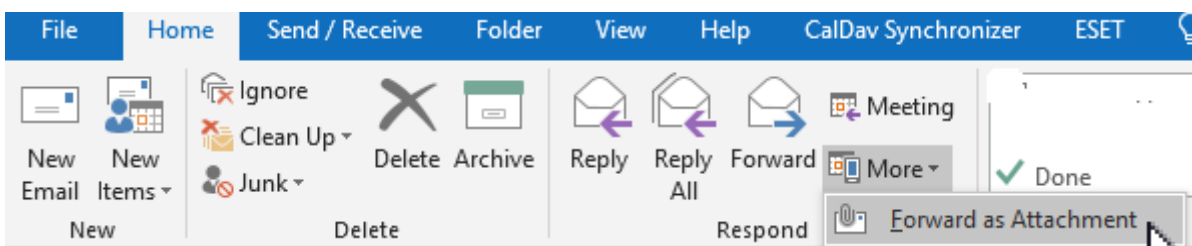
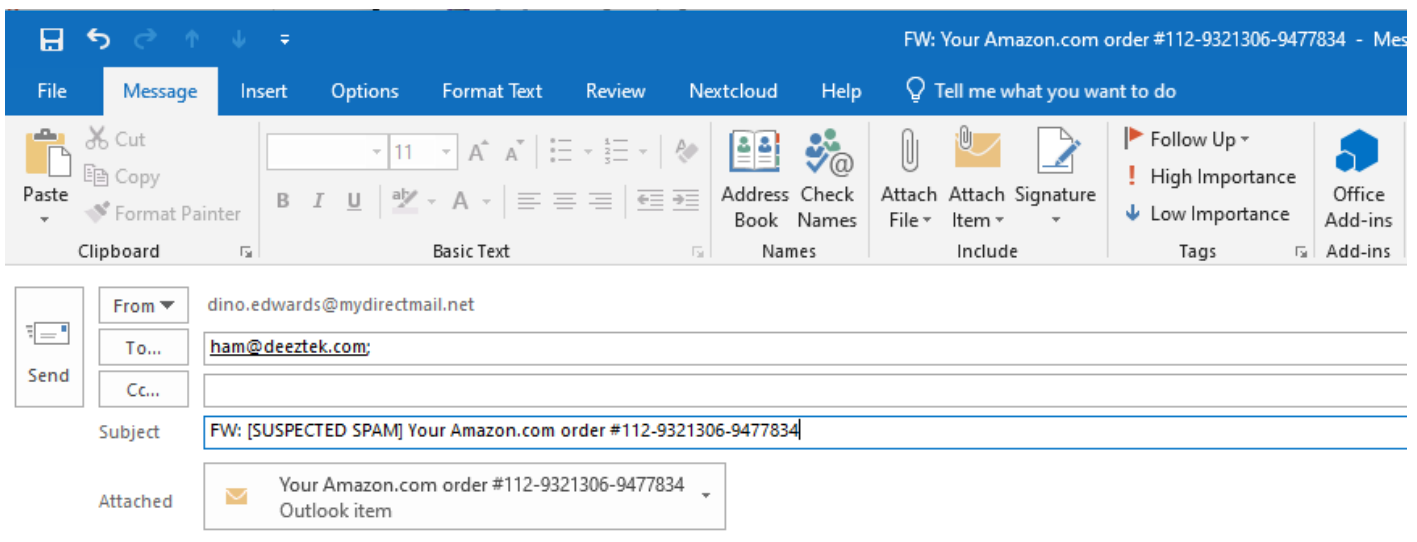


Figure 2

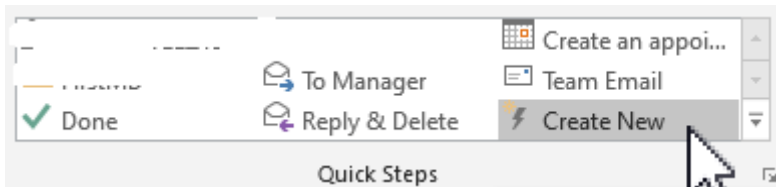


While this is not very time consuming, you can simplify this process by creating a **NOT SPAM** button in Outlook to speed up the process.

# Create a Not Spam Report Button

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

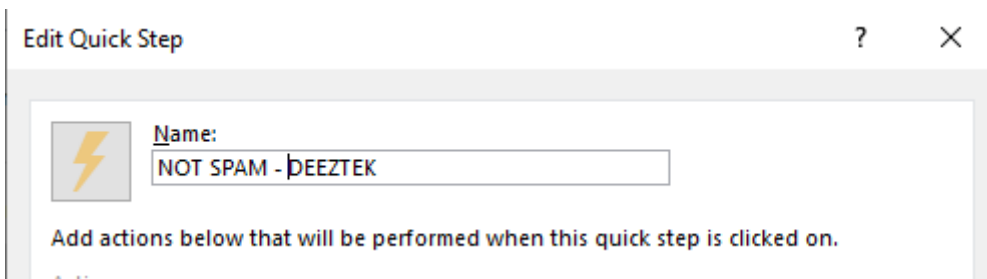
**Figure 3**



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

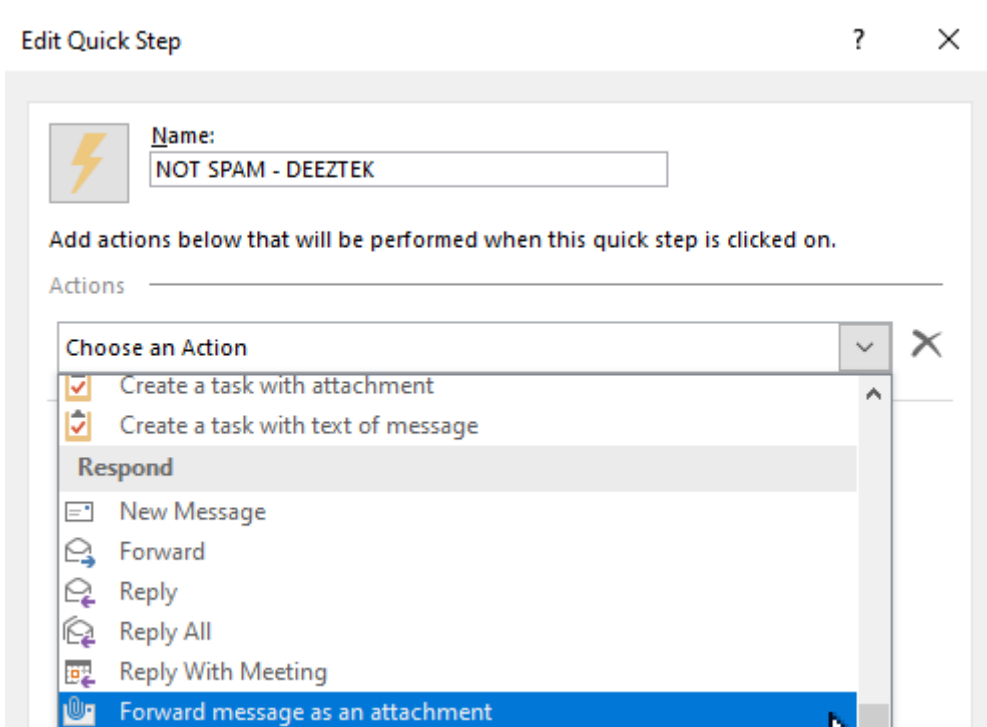
Set the **Name:** field to **NOT SPAM - DEEZTEK** (Figure 4).

**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

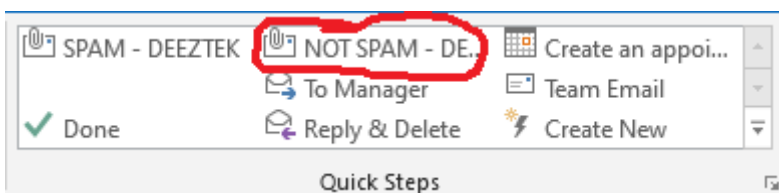
Shortcut key: Choose a shortcut

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