

# How to Create a Spam Report Button in Outlook

## E-mail Spam Definition

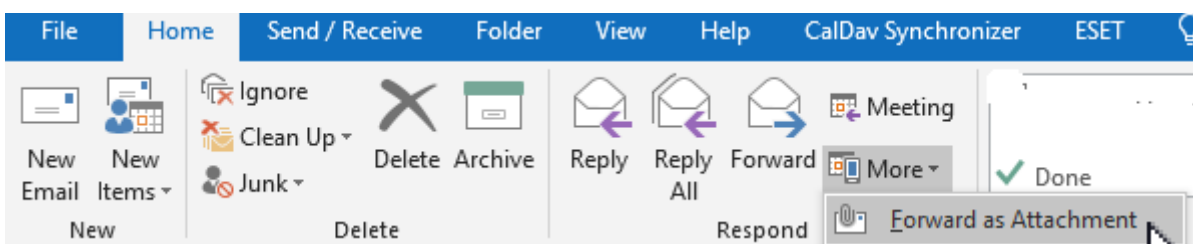
***"Spam is any kind of unwanted, unsolicited digital communication, often an email, that gets sent out in bulk."***

The main takeaway from the definition above is the word "**unsolicited**". This means that any bulk e-mail that you receive from an entity that you have signed up with and have given them your e-mail address is generally **not** considered Spam. In those cases, simply **unsubscribe** from their e-mail lists/newsletters usually stops the e-mails.

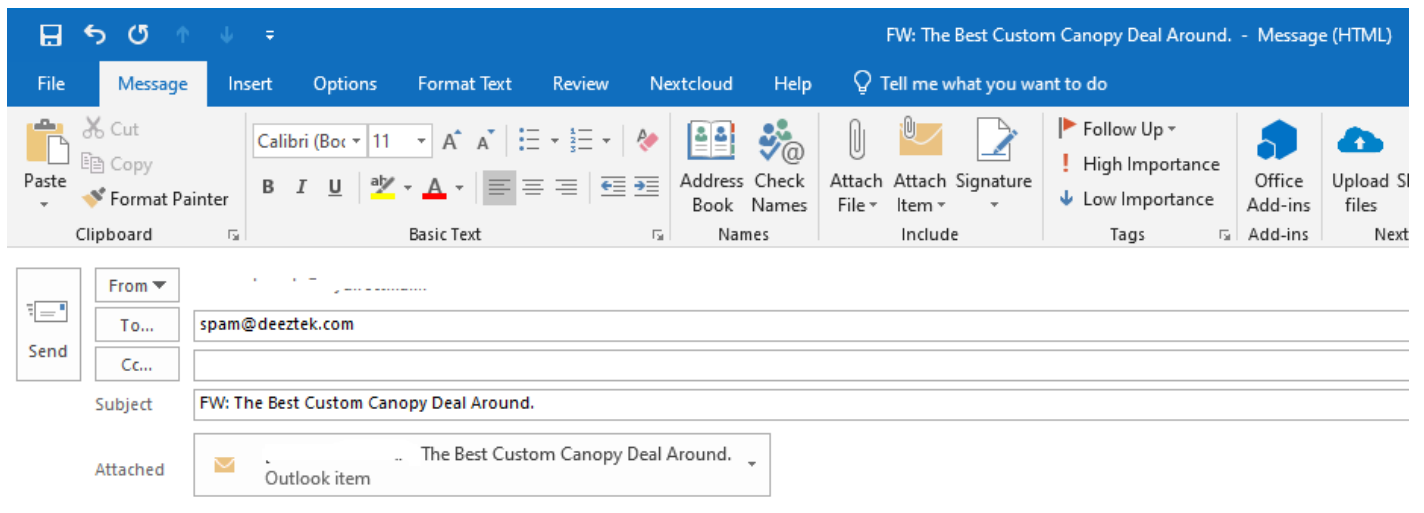
## Introduction

When you receive an e-mail that you believe should had been quarantined or marked as **[SUSPECTED SPAM]**, you can typically forward that e-mail as an attachment to our team at [spam@deeztek.com](mailto:spam@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 **spam@deeztek.com** and clicking **Send (Figure 2)**.

**Figure 1**



**Figure 2**



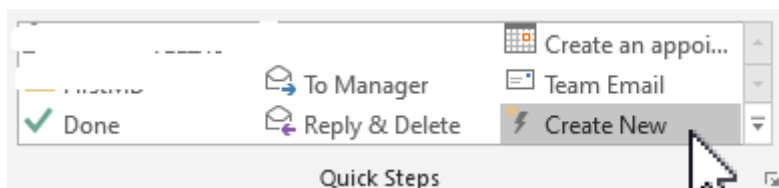
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While this is not very time consuming, you can simplify this process by creating a **SPAM** button in Outlook to speed up the process.

## Create a Spam Report Button

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

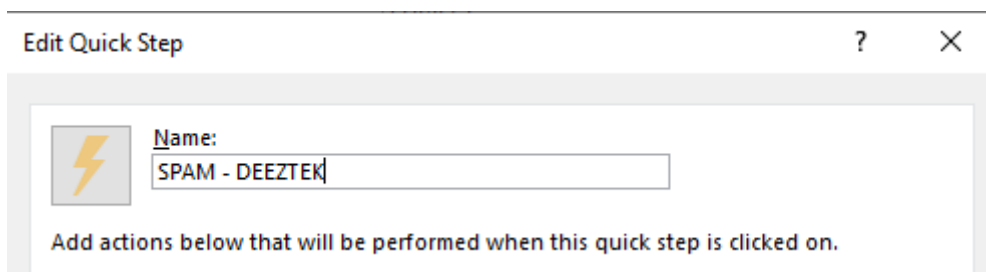
**Figure 3**



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

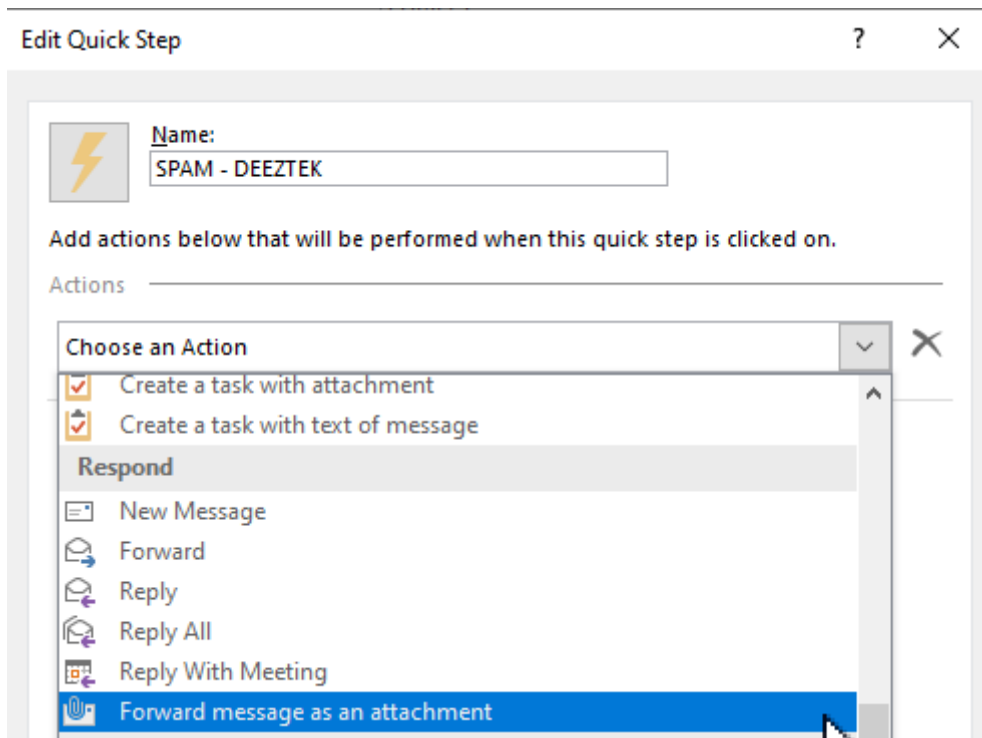
Set the **Name:** field to **SPAM - DEEZTEK** (Figure 4).

**Figure 4**



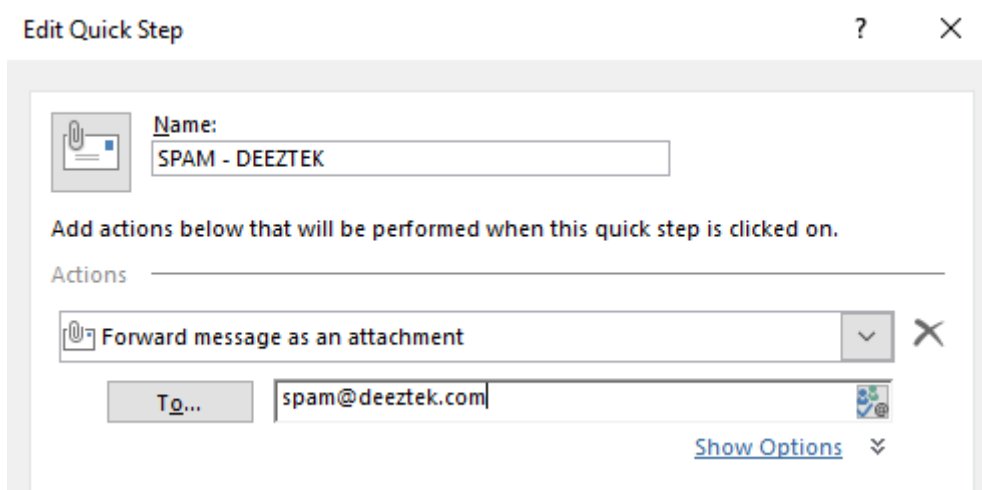
Click the **Choose an Action** drop-down and select **Forward message as an attachment** (Figure 5).

**Figure 5**



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


**Figure 6**



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


**Figure 7**

Edit Quick Step ? ×

**Name:**

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

Actions \_\_\_\_\_

 Forward message as an attachment ▼ ×

To...

[Hide Options](#) ⤴

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

**S**ubject:

**F**lag:  ▼

**I**mportance:  ▼


**T**ext:

☒ **A**utomatically send after 1 minute delay.

Next, click on **Add Action** button and in the **Choose an Action** drop-down select the **Delete message** action (**Figure 8**).


**Figure 8**


Edit Quick Step ? X

 **Name:**  
SPAM - DEEZTEK

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

Actions

 Forward message as an attachment X

To... spama@deeztek.com  [Hide Options](#) ^

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

**Subject:** [REPORT SPAM]: <subject>

**Flag:** No Flag v

**Importance:** No Change v





**Text:**

☒ Automatically send after 1 minute delay.




Choose an Action X

Choose an Action ^






**Filing**

-  Move to folder
-  Copy to folder
-  Delete message
-  Permanently delete message

**Change Status**

-  Mark as read
-  Mark as unread
-  Set importance

**Categories, Tasks and Flags**


-  Categorize message
-  Clear Categories
-  Flag Message
-  Clear flags on message
-  Mark complete

Cancel

Finally, click the **Finish** button (**Figure 9**).


**Figure 9**


Edit Quick Step ? X

 Name: SPAM - DEEZTEK

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

Actions

 Forward message as an attachment X

To... spam@deeztek.com  [Hide Options](#) ^

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

Subject: [REPORT SPAM]: <subject>

Flag: No Flag v

Importance: No Change v

Text:

☒ Automatically send after 1 minute delay.

X Delete message v X

[Add Action](#)

Optional

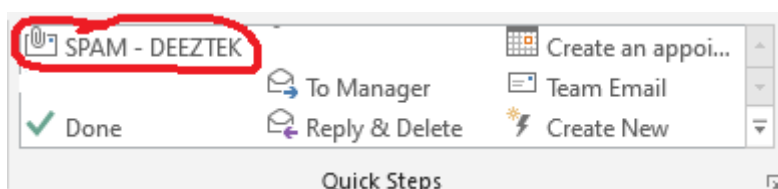
Shortcut key: Choose a shortcut v

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

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