

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. 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

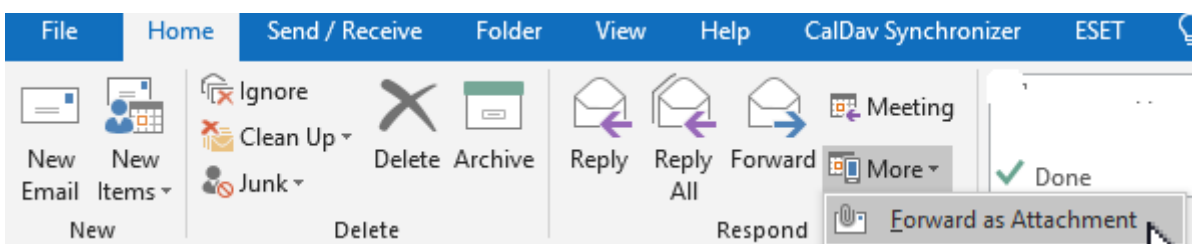
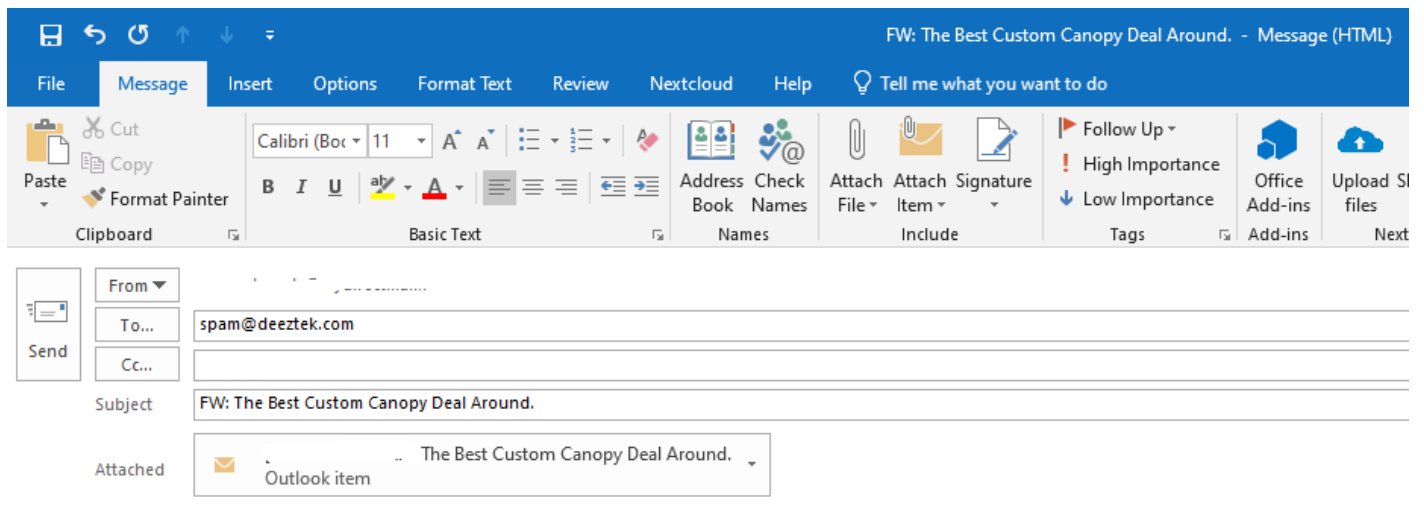


Figure 2



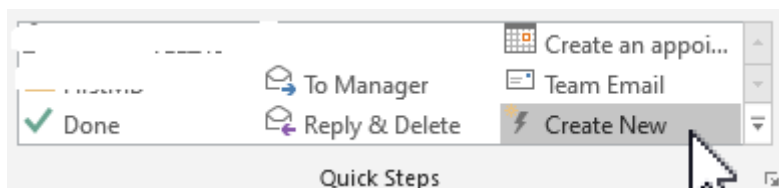
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While this is not very time consuming, you can simplify this process by creating a **SPAM** button in Outlook to speed up the process.

Create a Spam Report Button

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

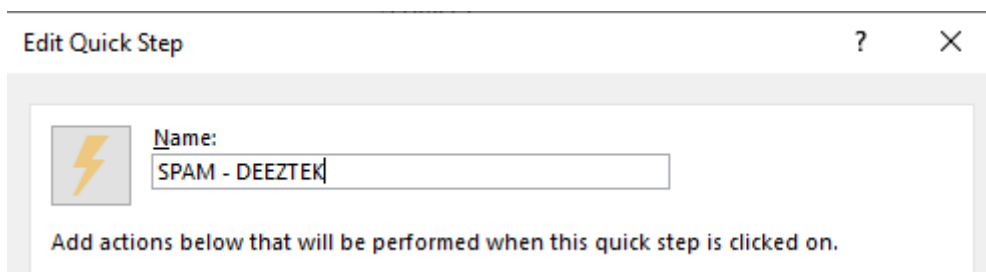
Figure 3



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

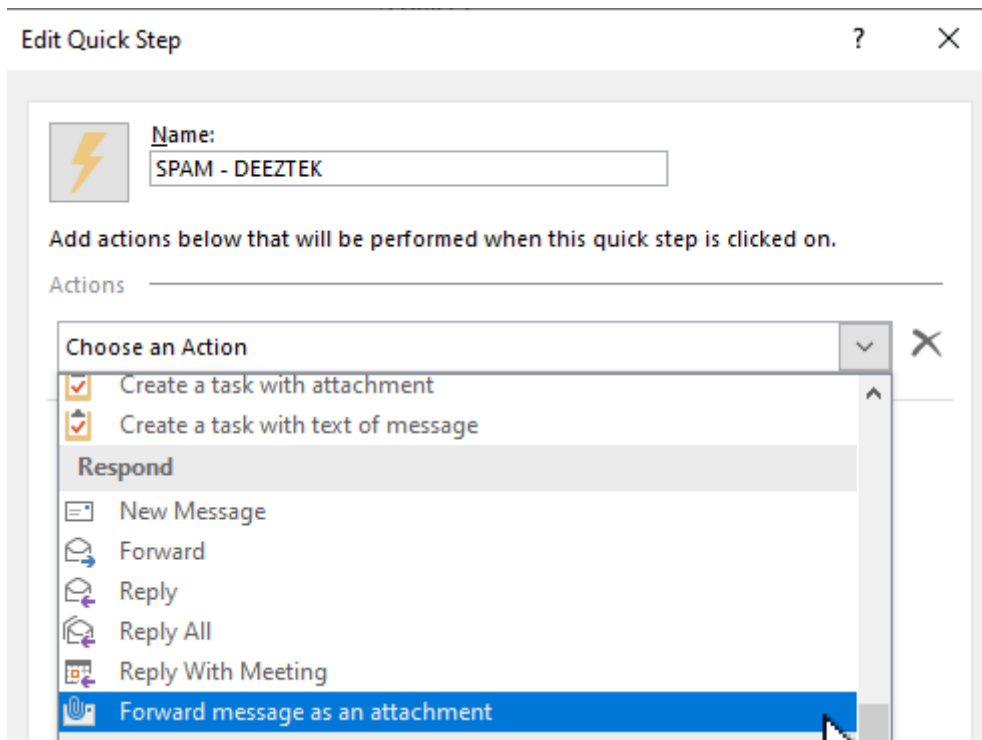
Set the **Name:** field to **SPAM - DEEZTEK** (Figure 4).

Figure 4



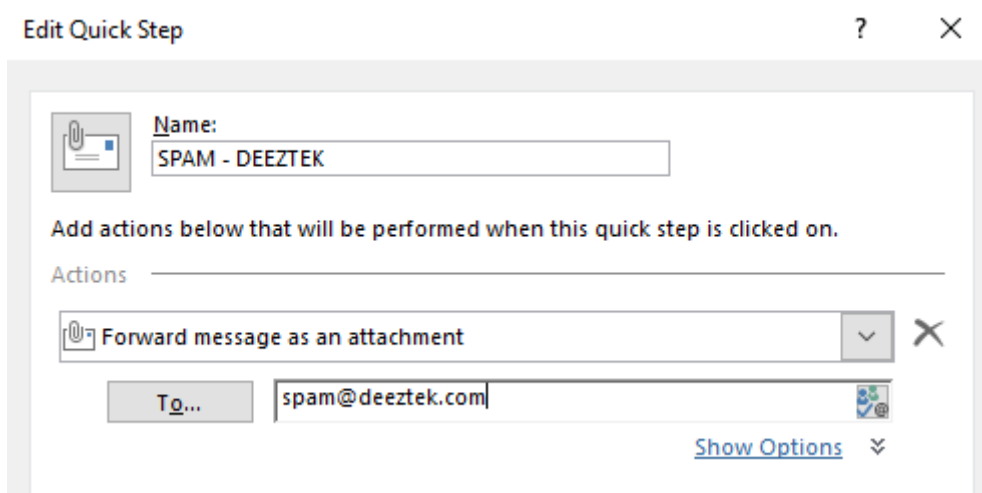
Click the **Choose an Action** drop-down and select **Forward message as an attachment** (Figure 5).

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:**
SPAM - DEEZTEK

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](#)

Subject:

Flag: ▼

Importance: ▼


Text:

☒ **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... spams@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 v 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

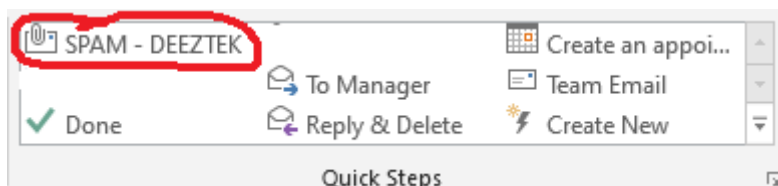
Shortcut key: Choose a shortcut v

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

Created 21 November 2020 10:29:26 by Dino Edwards

Updated 21 November 2020 12:56:53 by Dino Edwards