

Use the Report Message add-in in Outlook

1229 May 20, 2024 [Outlook](#) 402

Use the Report Message add-in to report junk and phishing messages in Outlook

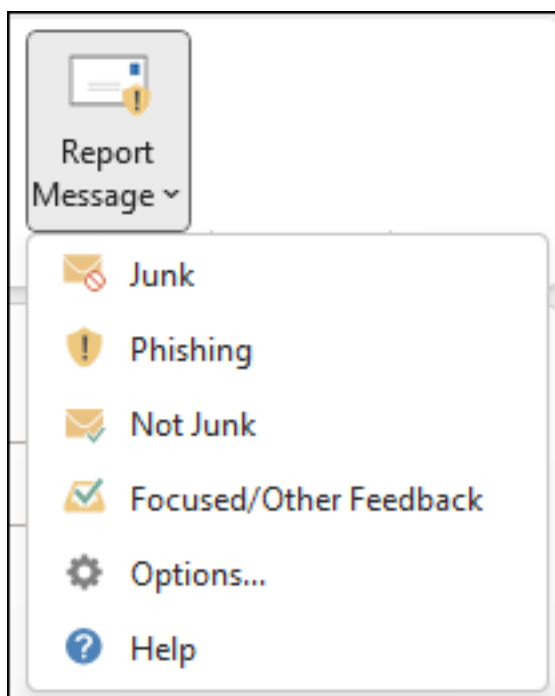
- Users can report a message as junk from the Inbox or any email folder other than the Junk Email folder.
- Users can report a message as phishing from any email folder.

1. In Outlook, do one of the following steps:

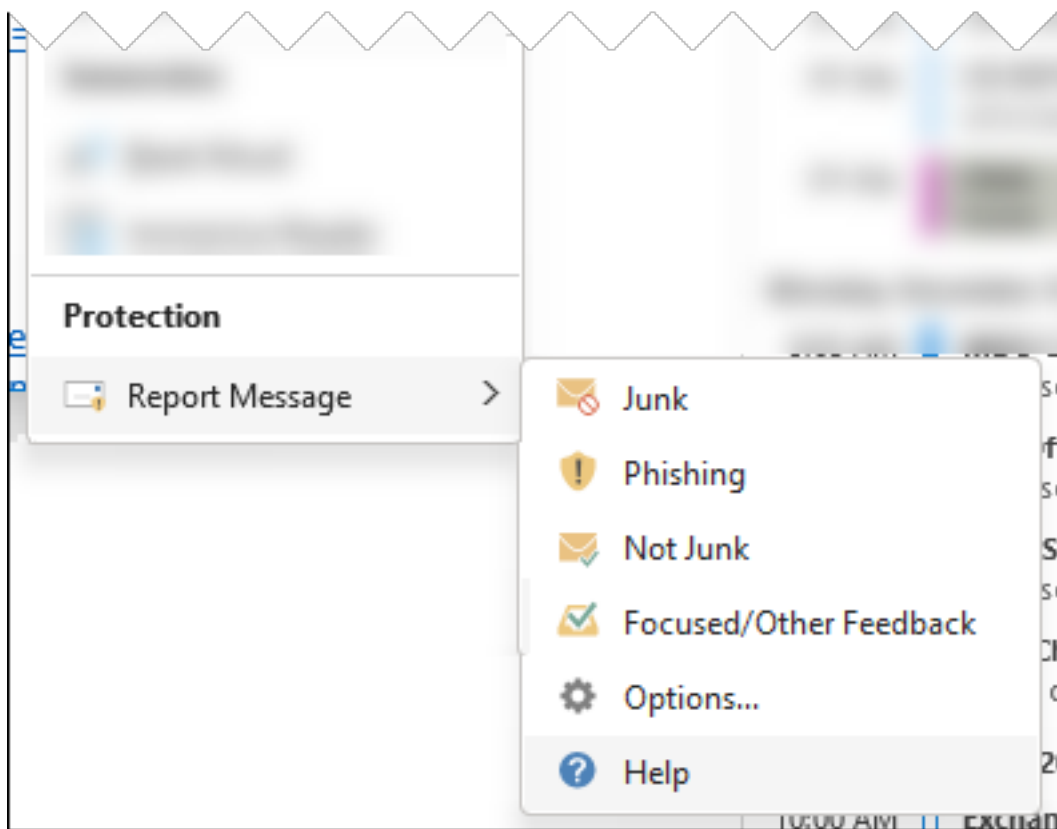
- Select an email message from the list.
- Open a message.

2. Do one of the following steps based on your **Ribbon Layout** configuration in Outlook:

- **Classic Ribbon:** Select **Report Message**, and then select **Junk** or **Phishing** in the dropdown list.

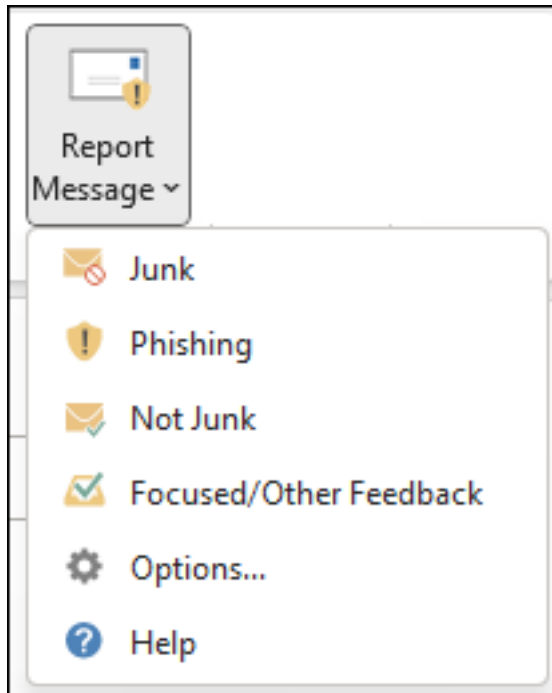


- **Simplified Ribbon:** Select **More commands** > **Protection** section > **Report Message** > select **Junk** or **Phishing**.

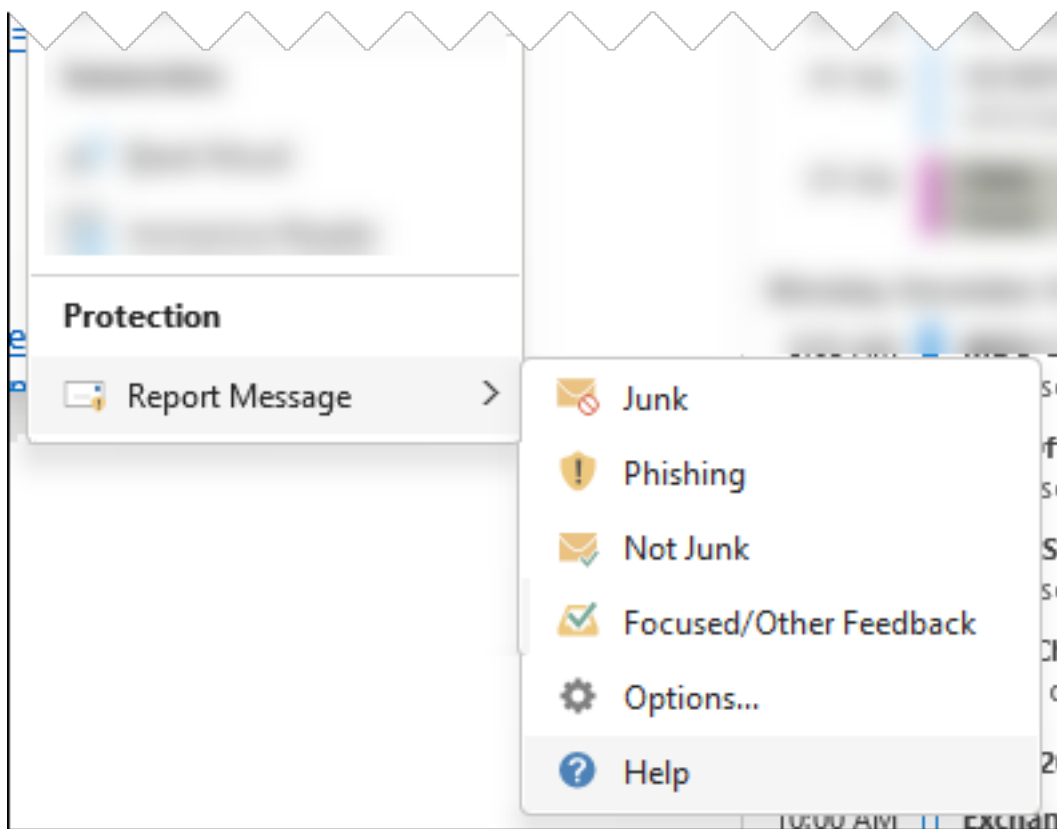


Use the Report Message add-in to report messages that aren't junk in Outlook

1. In Outlook, open a message in the Junk Email folder.
2. Do one of the following steps based on your **Ribbon Layout** configuration in Outlook:
 - **Classic Ribbon:** Select **Report Message**, and then select **Not Junk** in the dropdown list.

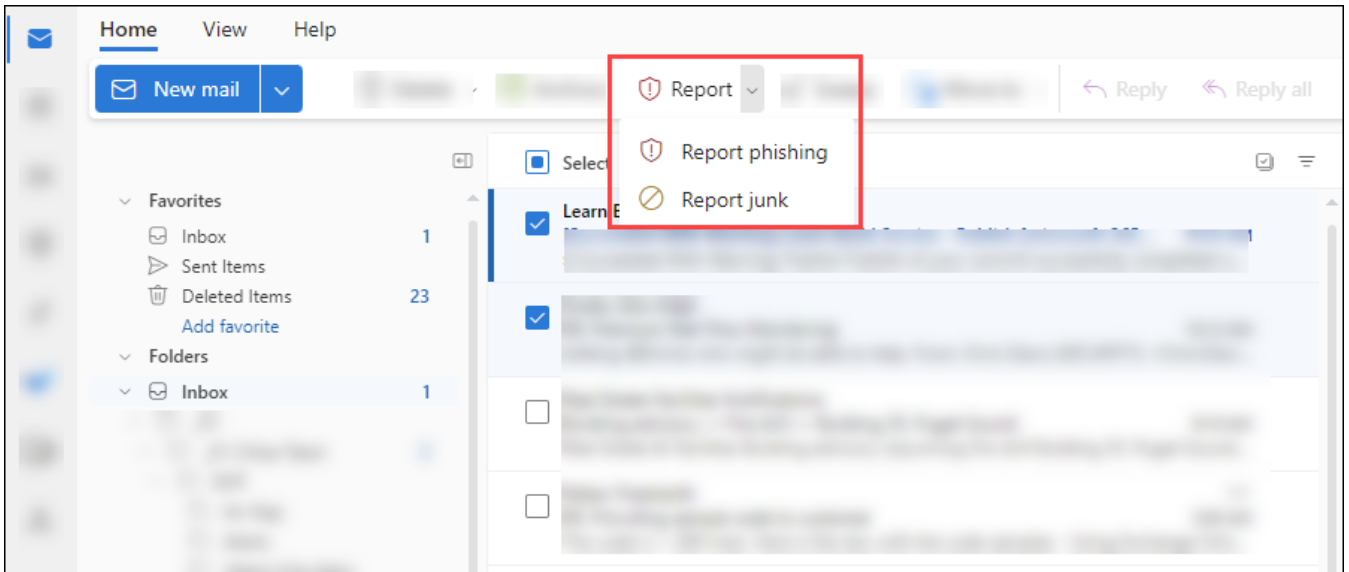


- **Simplified Ribbon:** Select **+++ More commands > Protection section > Report Message > select Not Junk.**



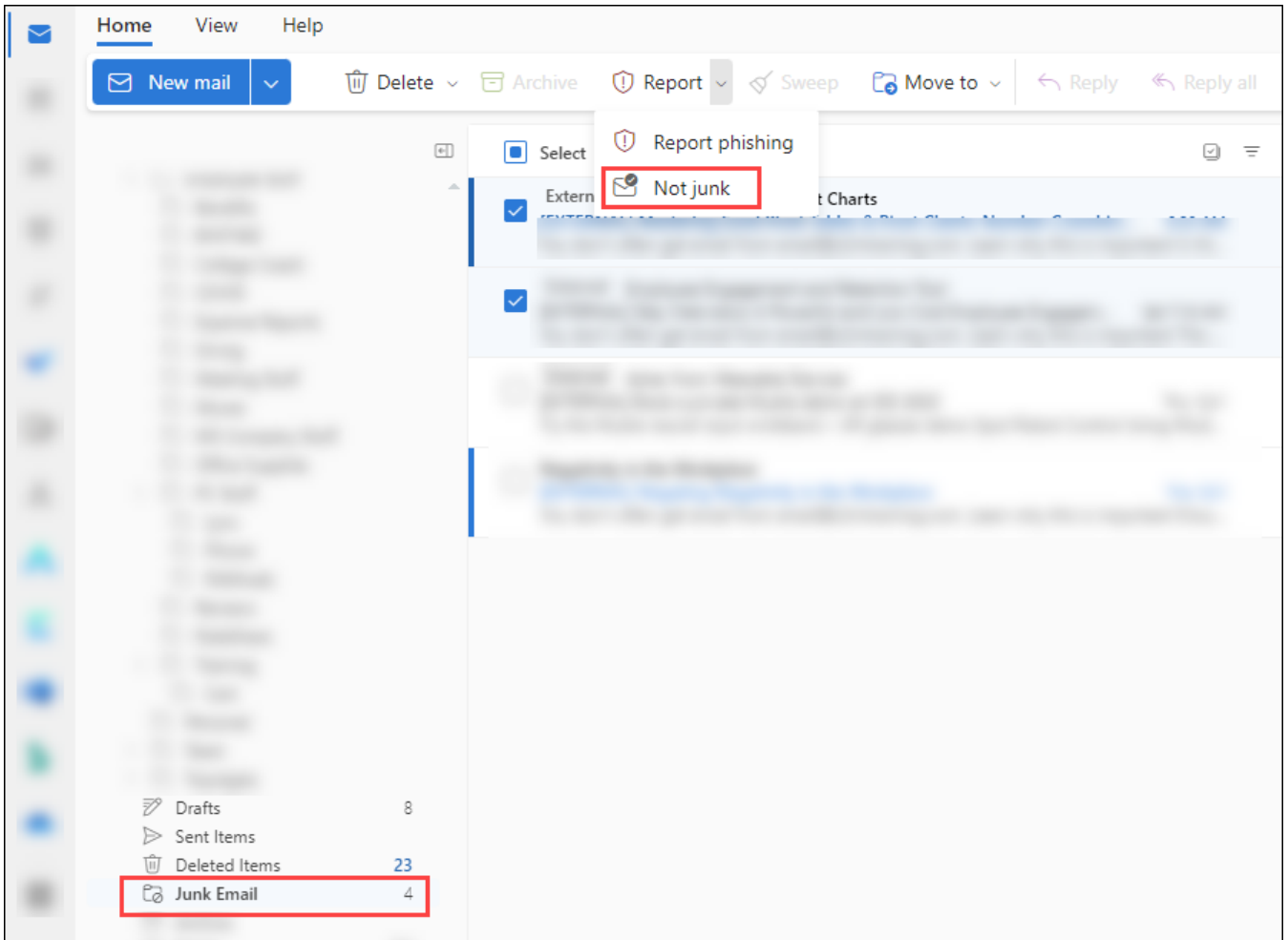
Use the built-in Report button in Outlook on the web to report junk and phishing messages

In Outlook on the web, select one or more messages, select **Report**, and then select **Report phishing** or **Report junk** in the dropdown list.



Use the built-in Report button in Outlook on the web to report messages that aren't junk

In Outlook on the web, select one or more messages in the Junk Email folder, select **Report**, and then select **Not junk** in the dropdown list.



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