

# HOW TO



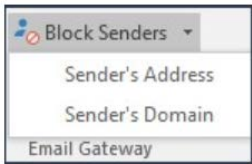
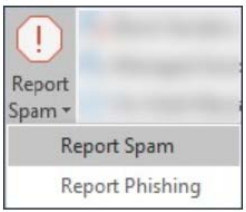
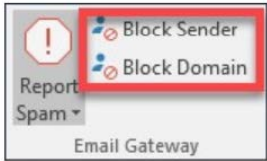

## Block senders and report spam in Mimecast

How end users and moderators can block senders and report spam and phishing emails in the Mimecast Personal Portal Outlook plugin.

When you select a message either in Microsoft Outlook, the Mimecast for Outlook Inbox, or the Mimecast for Outlook search results, you can perform the following actions:

- 1. Block a sender's address or domain.** This adds the sender's address or domain to your personal blocked senders list.
- 2. Report the message as spam or phishing.** This automatically triggers the following actions:
  - The message is moved to your Junk E-Mail folder in Microsoft Outlook.
  - The sender of the message is added to your Blocked Senders list.
  - The message is forwarded to the Mimecast Security Team for analysis.

The actions above can be performed from a number of different locations as outlined below:

Location	Block Address / Domain	Report Spam / Phishing
Microsoft Outlook message right click menu.		
The Email Gateway section of the Mimecast ribbon with the message selected, but not open, in Microsoft Outlook.		
The Email Gateway section of the Mimecast ribbon with the message open in Microsoft Outlook.		
The message's toolbar in your in-box. This is available regardless of whether the message is open or in preview mode.	