

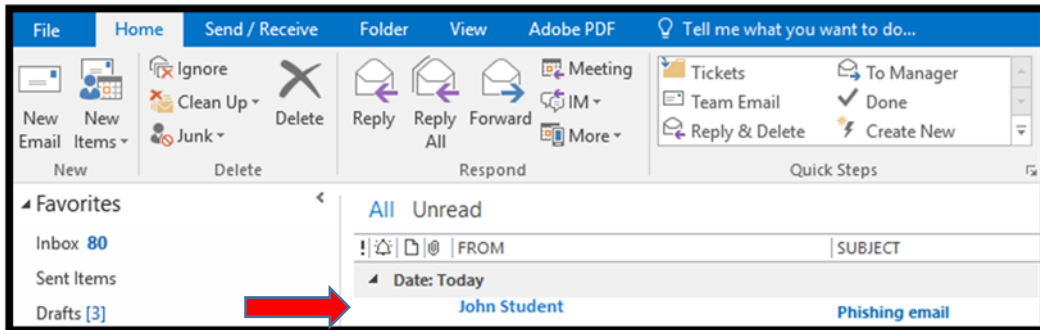
# COLUMBUS STATE

## COMMUNITY COLLEGE

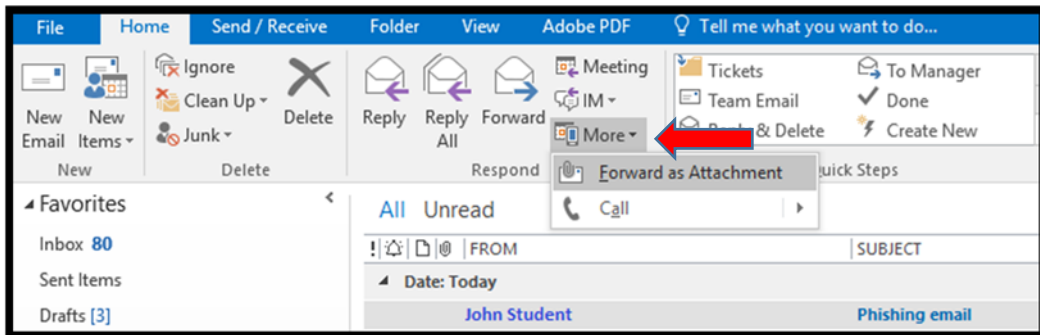
### Forward Email as Attachment

#### OUTLOOK

1. Click on the email message that is potentially a **SPAM, JUNK** or **PHISHING** message

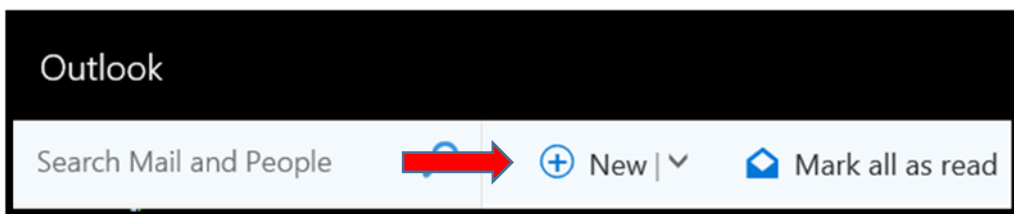


2. Click **More** on the tool board, and **Forward as Attachment**



#### WEB OUTLOOK

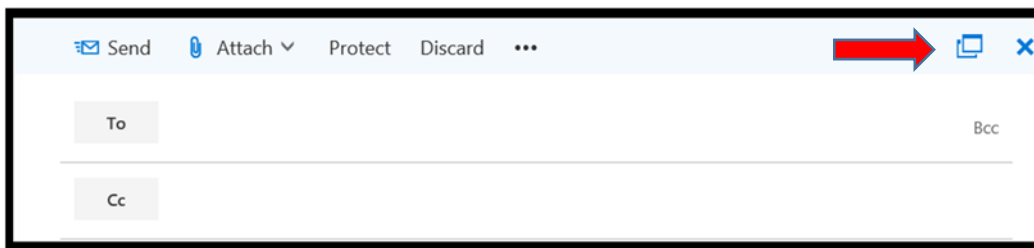
1. Compose a **"New"** email message



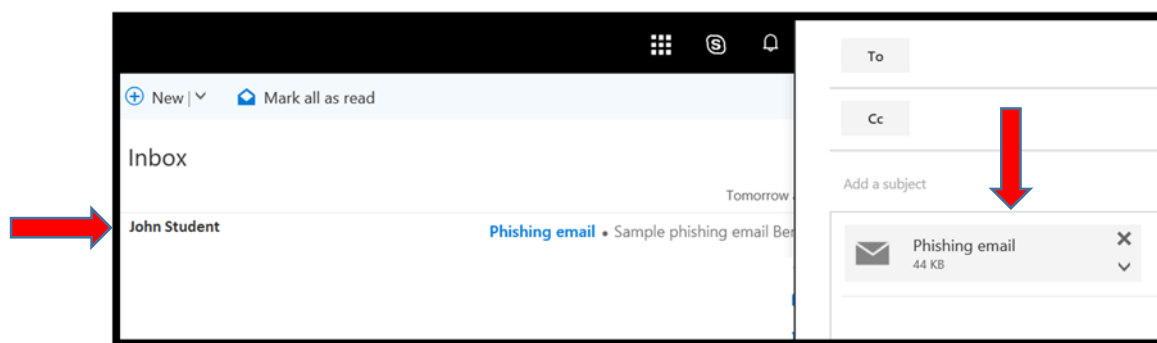
2. Edit the new message in a separate window by clicking on the cascaded windows

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3. Click and Drag the email message from your inbox to the new email message



### REPORT SPAM:

Forward a copy of the email message, as an attachment:

[junk@office365.microsoft.com](mailto:junk@office365.microsoft.com)

### REPORT PHISHING:

Forward a copy of the email message, as an attachment:

[abuse@csc.edu](mailto:abuse@csc.edu)