Blocking Senders Reporting Spam / Phishing

This article describes how to block a specified sender or domain, as well as how to report spam or phishing to the Mimecast Security Team. The difference between the two actions is as follows:

• Block a sender's address or domain. This added the sender's address or domain to your personal blocked senders list
• Report the message as spam or phishing. This automatically triggers the following actions:

  o The message is moved to your Junk E-Mail folder in Microsoft Outlook.
  o The sender of the message is added to your Blocked Senders list.
  o The message is forwarded to the Mimecast Security Team for analysis.

Note: No notification is sent to the sender, if a message is blocked or reported for spam / phishing.

Block a Sender's Address / Domain

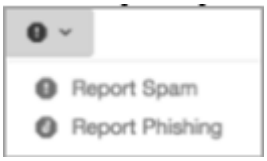
1. Select one or more messages.
2. Select the ***Block Sender*** drop-down.



3. Select ***Block Sender*** or ***Block Domain***.

Report Spam or Phishing

1. Select a Message.
2. Select the Report Message icon.
3. Select Report Spam or Report Phishing.



4. Click Report in the confirmation pop-up to report the email as spam or phishing.

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