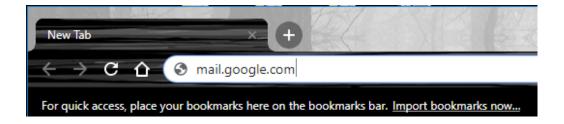


## **Spam and Phishing emails**

Open your web browser and enter mail.google.com in the address bar at the top of the page.



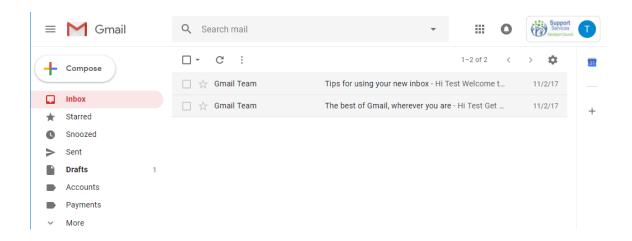
Enter your full GMail address.



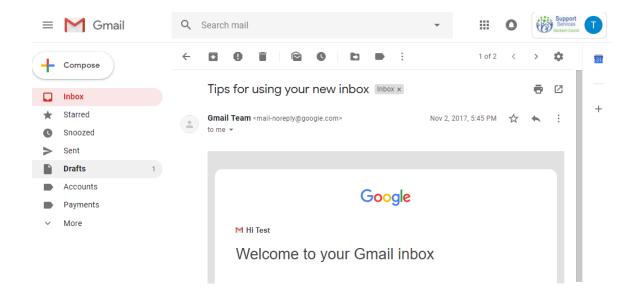
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Sign	in		
to continue t	o Gmail		
Email or phone			7
Forgot email?			
Not your computer? Use a Privat Learn more	e Window to s	sign in.	
Create account		Next	

Enter your password.

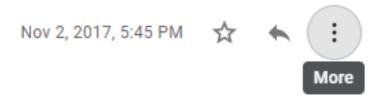




## Open the email you want to report to Google

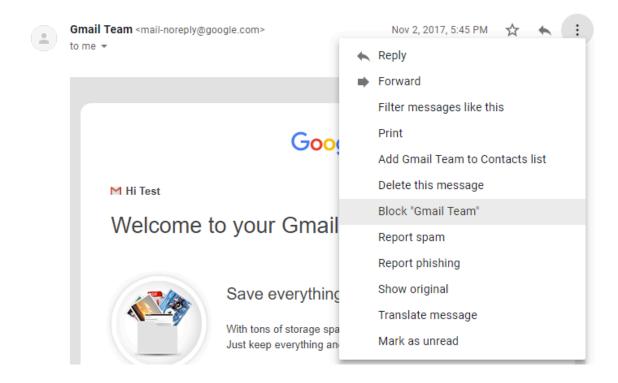


Click on the More icon in the opened email.



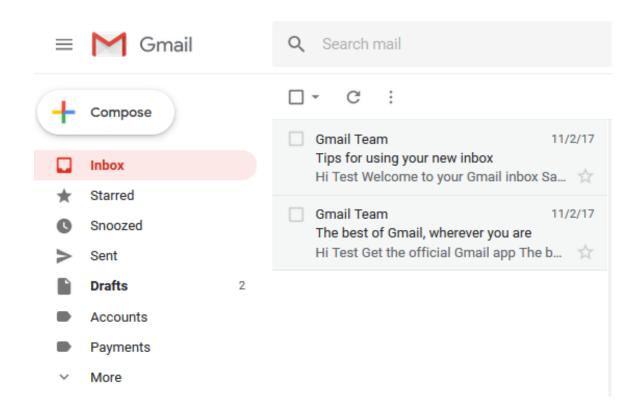
Click on the More icon in the opened email and select to either Block the email sender, report it to Google as a phishing or spam email (reporting as spam which will direct future emails into your spam label).





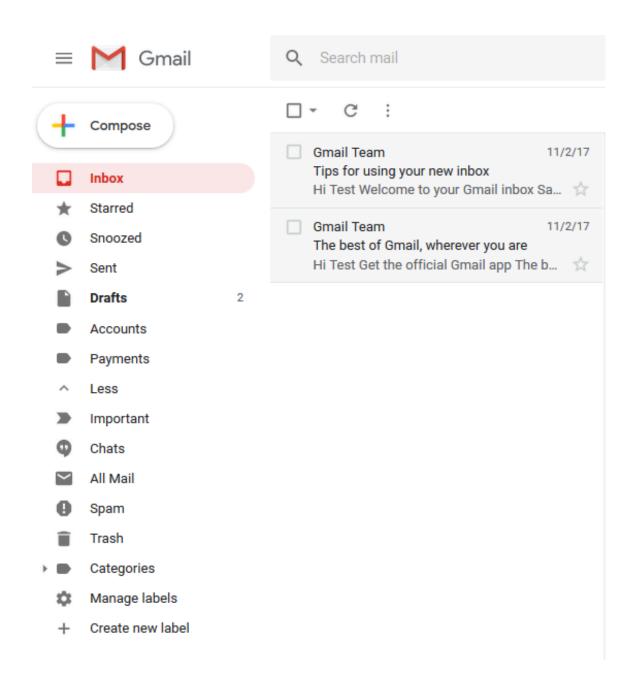
You can see which emails have been delivered straight to your Spam folder by clicking on More at the bottom left of the screenshot below and expanding the menu.





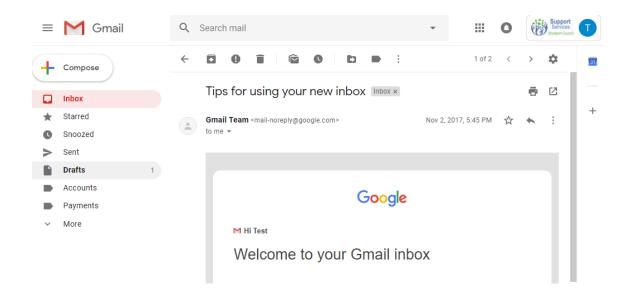
Click on the Spam label.





If emails are being incorrectly delivered into your spam label you can tell Google they are wanted by opening the specific email.





And clicking on Not Spam.

