Webmail - mark email as Spam or block a sender

Sometimes you might receive unsolicited emails that you wish to mark as Spam. You can do so straight from the Webmail interface. Our system will be trained to mark future emails from this sender as Spam, and all such emails will be delivered to your Spam folder.

If you wish to block a sender completely, you can further use the option to Blacklist it, and all incoming emails from that sender will be rejected.

Mark email as Spam

After you log in to your Webmail:

- From the Inbox, right-click on the unsolicited email.
- Click on the Move to spam folder option to mark the email as Spam.
- All incoming emails from this sender will be marked as Spam and delivered to your Spam folder.

Calend	ar Tasks	Notes	n	les	
Compo	• 0 1	2	Q,	Q	-
From			Dat	e 🗠	1
Foday					í
Polari	sMail Suppor	t	12-2	1-0	l
\simeq	Mark as un	read			l
•	Add flag			n	l
$^{\circ}$	View source			n	ļ
Ō	Copy email	to		n	
	Move email	to		n	
\simeq	Forward as	attachme	nt		
	Delete			n	
θ	Move to sp	am folder		n	
+	Add sender	s 80	,	n	
8	Save as			n	
•	Labels		,	n	

Block a sender

After you log in to your Webmail:

- From the **Spam** folder, right-click on the Spam email you wish to block completely.
- Click on the Blacklist option to block the sender.
- All incoming emails from this sender will be rejected, and no copy will ever be saved on our side.

Calen	dar Tasks	Notes F	lles
Comp	** O I	۹ ۵	Q
From		Da	te 🗠
oday			
	Mark as read		-
p.	Add flag		
0	View source		
D	Copy email to.		
	Move email to.		
\simeq	Forward as atta	achment	
Ē	Delete		
+	Add senders to	·	
8	Save as		
۰	Blacklist		em.
0	Move to Inbox	folder	
•	Labels	,	