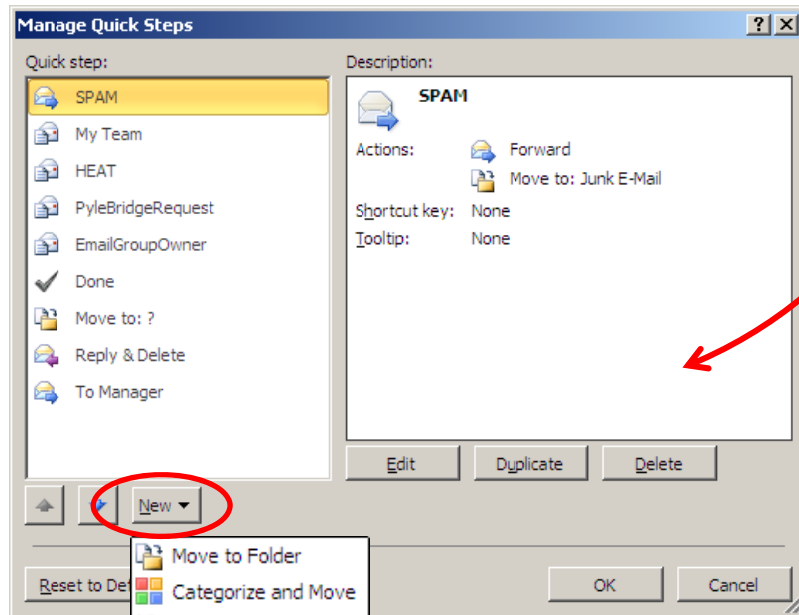


Setting up a Quick Step to Manage SPAM

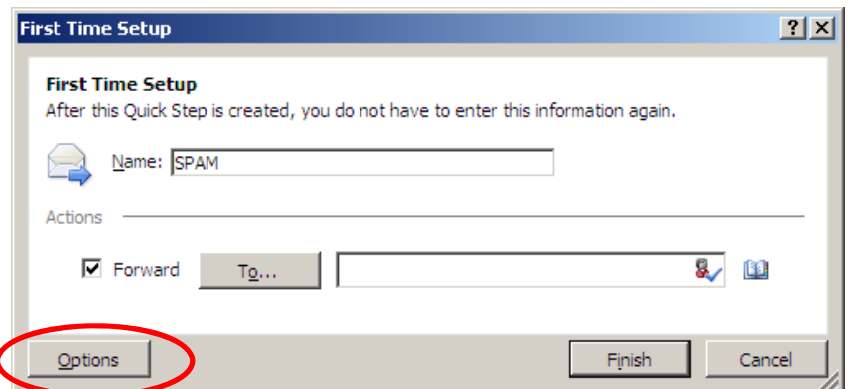
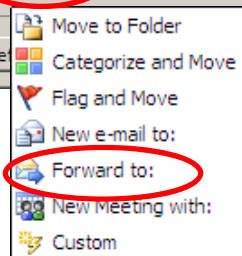


From the Home tab in Outlook, click the Manage Quick Steps button



Click New

Select Forward to:



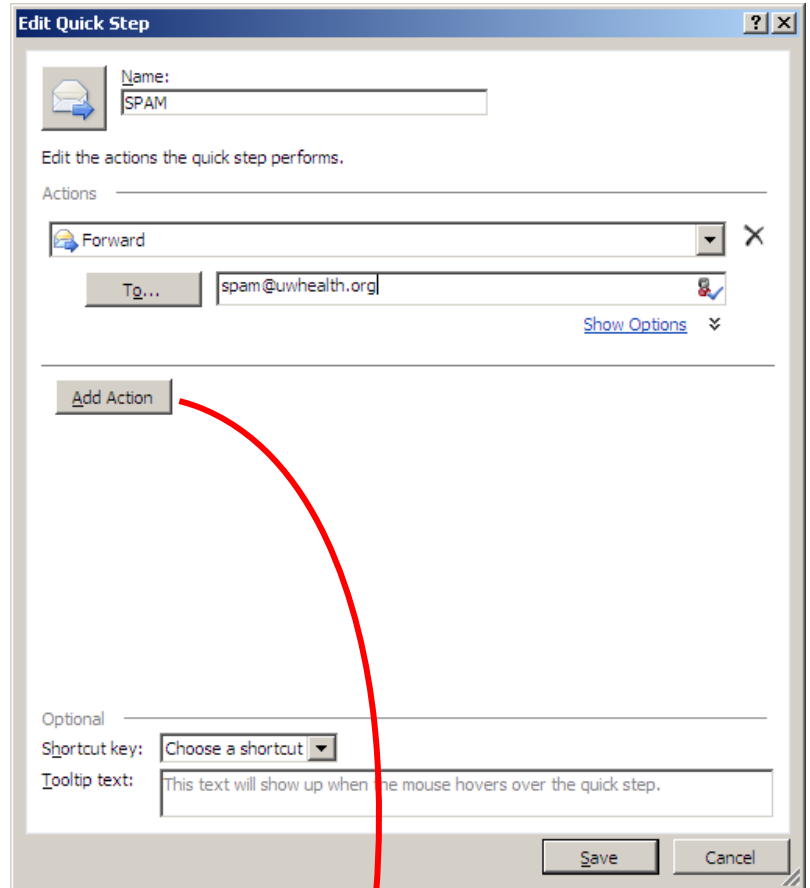
Click Options

Name your Quick Step something descriptive - something you can easily recognize

For the Actions, Forward should already be entered

Type in spam@uwhealth.org

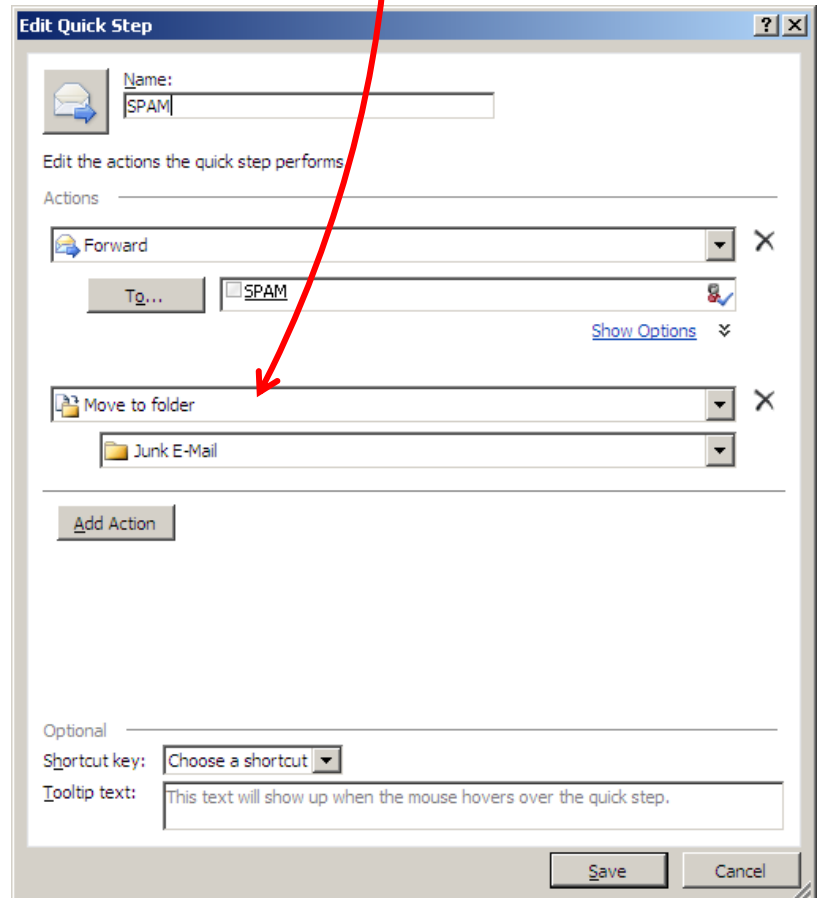
Click Add Action



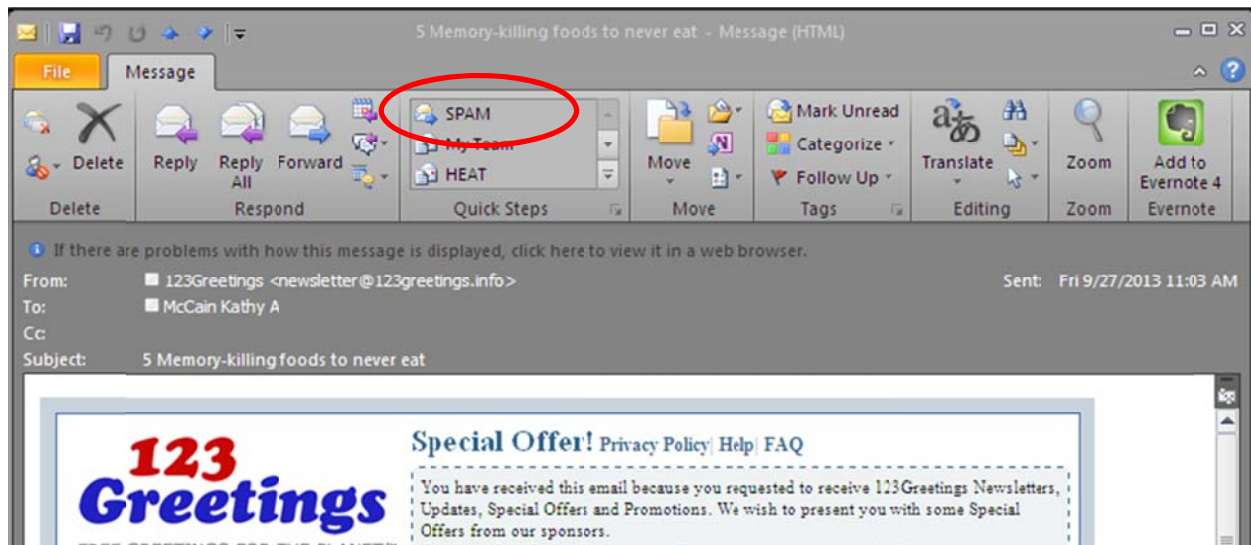
Select Move to folder from the drop-down list

Select your Junk E-Mail folder

Click Save



Now, whenever you receive an email that is SPAM, you can open it and click the SPAM Quick Step.



Your message will automatically be forwarded to SPAM@uwhealth.org and placed in your Junk E-Mail folder!