

SMX Advanced Security

Spam Submission Guide

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Overview

This guide outlines how to use the Outlook SMX Advanced Security add-in for Spam Submissions. Messages which are submitted as spam are sent through to SMX for review and will be used to help improve spam detection.

Scope

This document covers instructions on how to use the SMX Advanced Security Plugin to submit a message as spam. This document does not cover instructions on installing and configuring the SMX Advanced Security Plugin on Microsoft Office/ Exchange 2016, Office 365 and Outlook Web App.

Audience

This document is intended for end users who are sending and receiving emails within an organization.

Prerequisites

- SMX Advanced Security add-in installed for user
- Compatible Outlook Client or Outlook Web App version

Additional Documentation

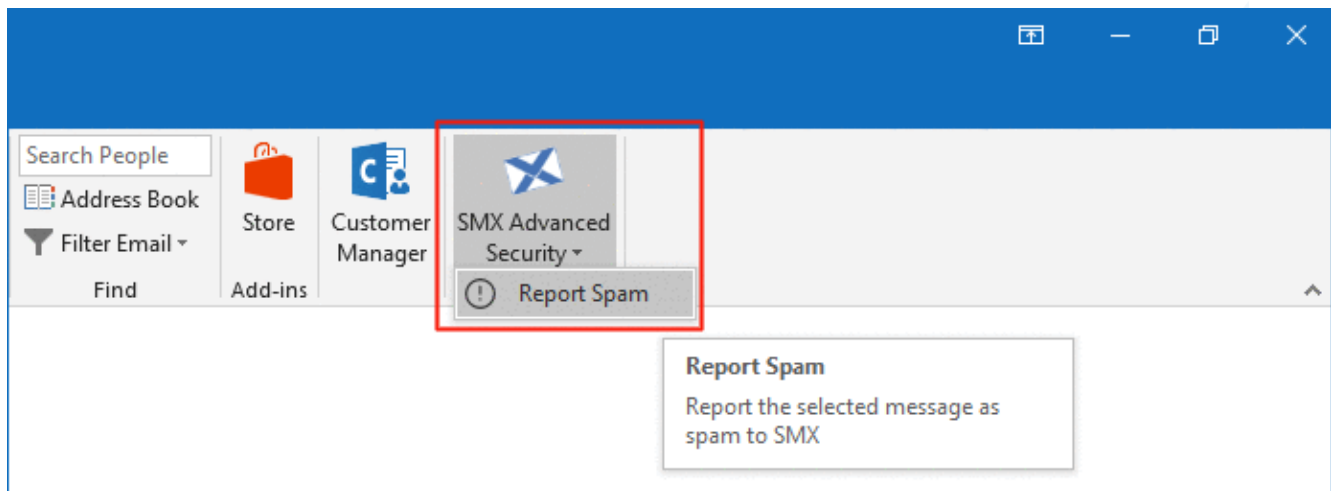
| Title | Summary |
|---|--|
| SMX Portal Administrator Guide | A detailed guide on how to administer the SMX Portal. |
| SMX Inbound and Outbound Scrubbing Guide | Basic guide on how to use inbound and outbound filtering services. |
| Office 365 Inbound and Outbound Scrubbing Configuration | Step by step administrators guide for configuring Office 365 Inbound and Outbound Scrubbing. |
| SMX Advanced Security Plugins - Admin Guide | A guide on how to Install the SMX Advanced Security add-in on Microsoft Office/ Exchange 2016, Office 365 and Outlook Web App. |

Microsoft Outlook Client – Spam Submissions

Once the SMX advanced security add-in is installed it can be accessed either on the Home ribbon or within the Mail toolbar.

To submit a message as spam

1. Select or open the message
2. Click the 'SMX Advanced Security' add-in and select 'Report Spam' from the dropdown menu

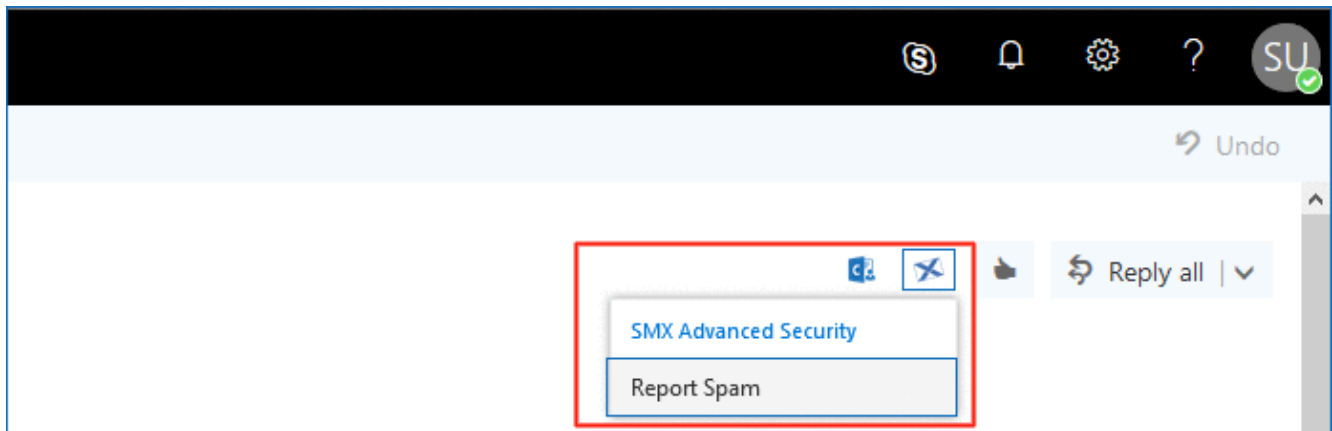


Outlook Web App (O365/Exchange) – Spam Submissions

Once the SMX advanced security add-in is installed it can be accessed within the Mail toolbar.

To submit a message as spam

1. Select or open the message
2. Click the 'SMX Advanced Security' add-in and select 'Report Spam' from the dropdown menu. Once the button has been clicked the email will be moved to the Junk Mail folder



Contact SMX

SMX values your feedback. If you have comments about this guide, please send an email message to emailsupport@smxemail.com. In your email message, please specify the document name and the section to which your comment applies. If you want to receive a response to your comments, ensure that you include your name and contact information.