Junk Mail Reporting Plugin Installation

The SPAM filtering solution at the University of Louisville drops about 2 million pieces of SPAM every day. These messages are not delivered, and never make it to your inbox.

On occasion, SPAM email will make it past the filtering system. In order to “teach” the SPAM filter that these messages are junk, it needs to be reported. This reporting can be accomplished with the Cisco Junk Email Reporting plugin for Microsoft Outlook.

To install the plugin, click Start > In the search bar type “Software Center”
Click “Software Center” in the list of programs.
Close Outlook before proceeding to ensure that the plugin is installed successfully.

From the **Software Center** window, select **Cisco Security 7.4.1 – Outlook plugin**

SHOW  All

---

**NAME**

- Cisco Security 7.4.1 - Outlook Plugin
- HEAT Call Logging Client 9.7.1 - Heat 9.7.1 Upgrade/Installer
- Netmail Add-In For Outlook 5.2 - Netmail Add-In Installer

Click “**Install**” in the lower right corner of the **Software Center** window.

---

Once the installation is complete, open **Outlook**

In the Ribbon at the top of the screen in **Outlook**, there will now be new options in a section called **Cisco Email Security**.

To report a message as spam, simply **highlight the message** and **click one of the applicable buttons**. If the message is a **Phishing email**, meaning it is asking you to enter your password – **click Phish**.

If the email has an **attachment** – do not open the attachment – you can assume that it is a virus. **Click Virus**.

If the message is **not spam**, and it is in your **junk folder**, highlight it, and select **Not Spam**.

If you are **unsure** what type of spam it is, but are sure that it is junk, **select Spam**.