Webmail - mark email as Spam or block a sender

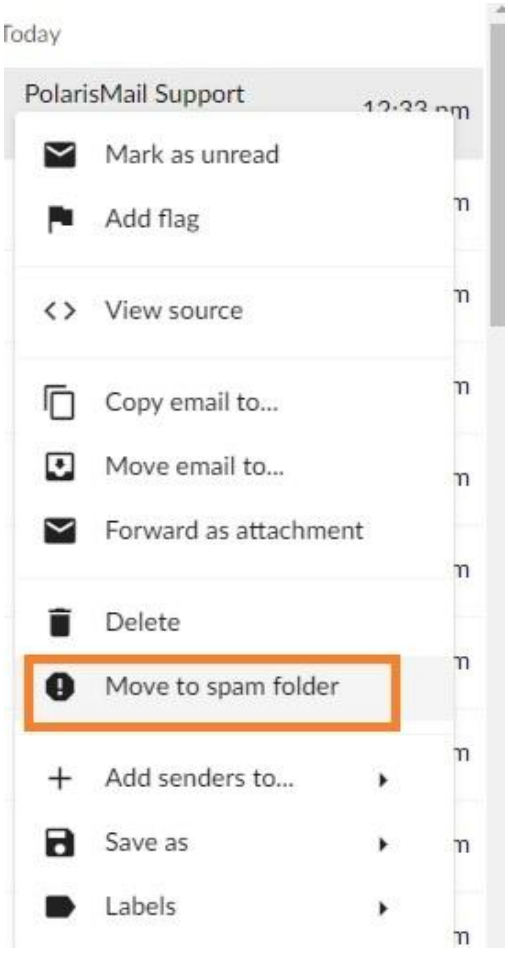
Sometimes you might receive unsolicited emails that you wish to mark as Spam. You can do so straight from the Webmail interface. Our system will be trained to mark future emails from this sender as Spam, and all such emails will be delivered to your Spam folder.

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:

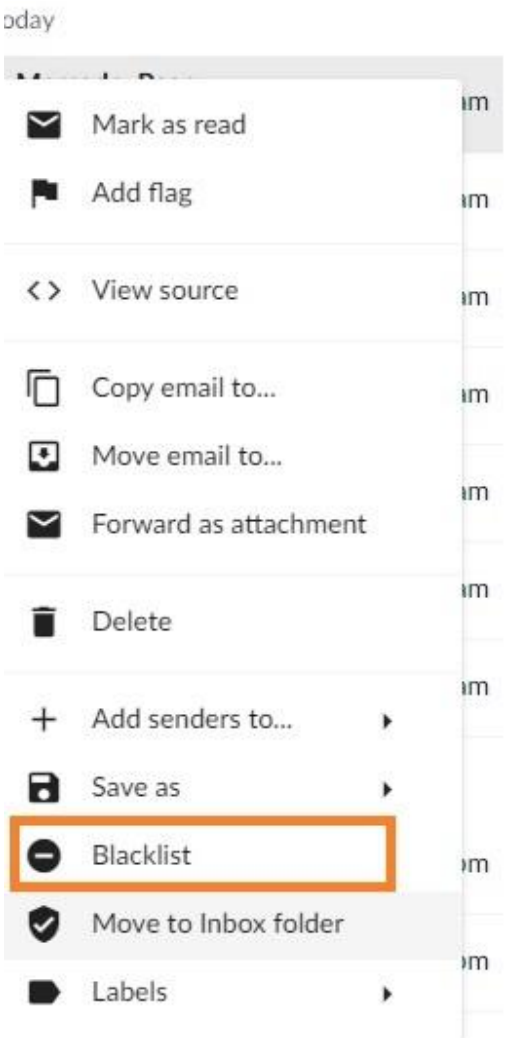
- From the **Inbox**, right-click on the unsolicited email.
- Click on the **Move to spam folder** option to mark the email as Spam.
- All incoming emails from this sender will be marked as Spam and delivered to your Spam folder.



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.



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