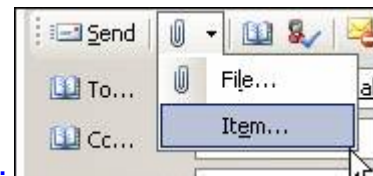


Report E-Mail Spam to Postmaster

- 1) Create a new email (click the **New** button)
- 2) Address the email to: postmaster@state.in.us
- 3) In the Subject box type the word “**.SPAM.**”

- 4) Click on the little down arrow to the right of the paperclip icon and choose **Item...**
- 5) A box will come up showing your inbox with your emails – just select the email you want blocked and insert it as an attachment
- 6) Send the email to the postmaster and they will take it from there.



Once the SPAM postmaster has received your message you will receive an e-mail acknowledging its receipt.

Please Note:

- Do not respond to the SPAM, this will alert the spammers that they have a valid e-mail address and can potentially increase SPAM received.
- Currently there is not a way to report SPAM if you are using web mail.