See all current SPAM messages by doing the following:

- 1. Open a Mail Summary email
- 2. Locate the message: To view CURRENT messages held as SPAM click here
- 3. Click the red words click here
- 4. This opens a new window like the second print screen
- 5. In that window is displayed all the mail blocked as SPAM for the last 3 weeks
- 6. Look for the message that you need
- 7. You can just forward the message to yourself or check not spam. Not spam ensures delivery all the time by telling the system that the sender is legit and whitelists the message. Forwarding the message only is just that, forwards it but the system will block it again.
- 8. Select the option you want and click execute checked actions. You should now receive the message.



