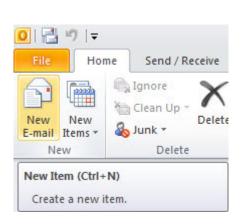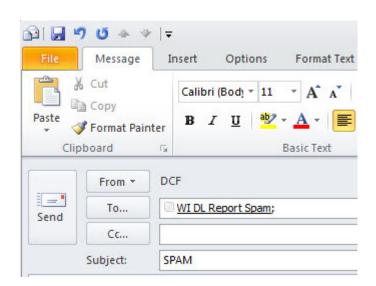# Internal Malware and Spam Information

The Department of Administration/Division of Enterprise Technology stops approximately 15,000,000 email messages daily that are identified as either malicious in nature (malware) or intended for the recipient to click on a link to access something for purchase or other use (spam). Occasionally, an email of this nature may slip through the filtering software and reach your mailbox. In the case that you receive an email from an unknown sender, please forward the Email to: **WI DL Report Spam**. This is the email address to be used for reporting any emails that are from a questionable source.
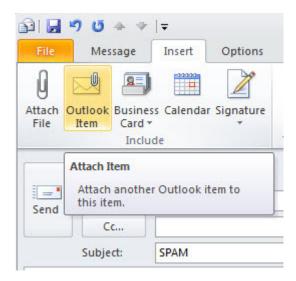
How do I forward an attachment to report SPAM?

1. From Outlook, open a new mail message. Address the message to (**WI DL Report Spam**) in the To... field.
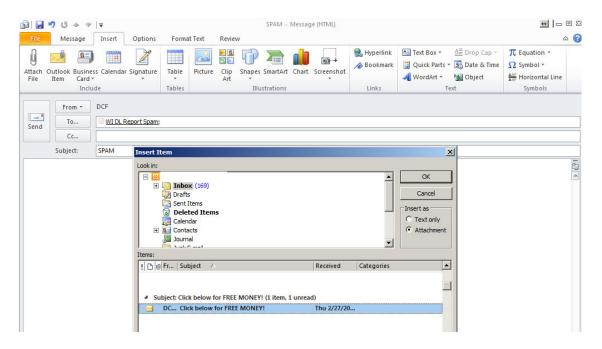

2. On the menu bar of the new message, click **Insert**, then **Outlook Item**.

3. In the **Insert Item** dialog box, locate the message in your mailbox and highlight it. Make sure the radio button **Attachment** is selected in the **Insert as** section. Click ok to attach the item to your e-email.

4. Once you have the three items filled in, type a message in the body of the e-mail if desired and click **Send**.