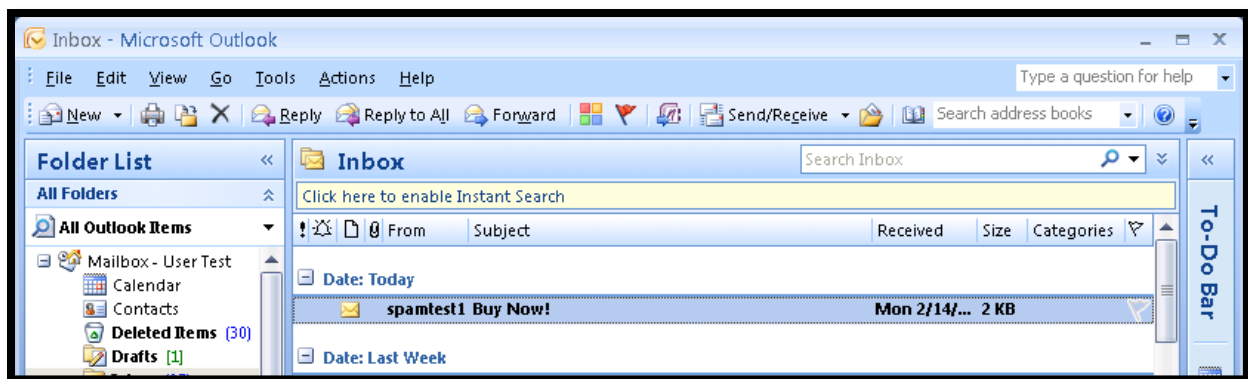


ADDING NEW SPAM SIGNATURES TO THE DOE SPAM FILTER

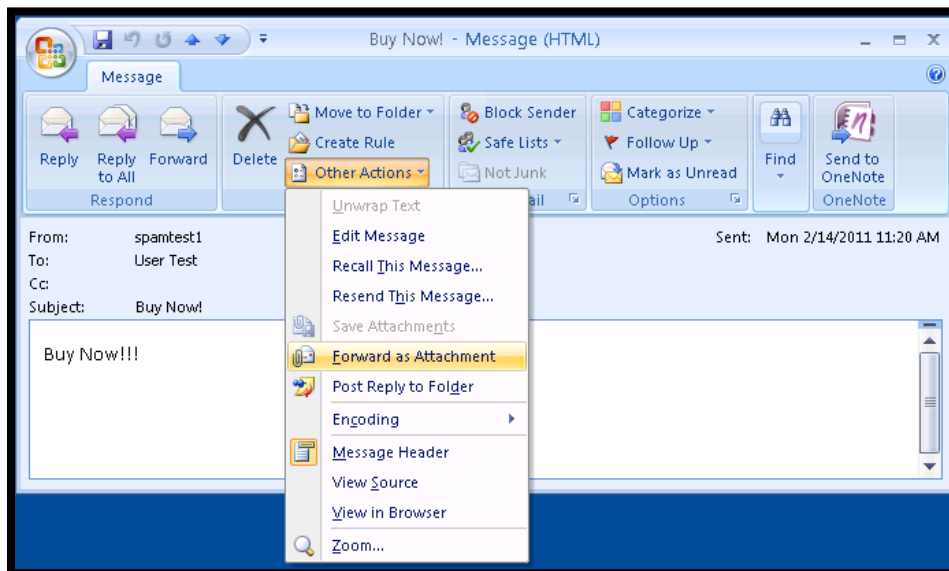
SPAM email is an unavoidable part of modern life. The DOE is doing all that can be done to filter out SPAM emails, but even the best SPAM filters are not 100% accurate. We have set up an email address in which you can help us add new SPAM signatures to the filter. In the event that you receive a SPAM message, you can forward the message to “SpamFilter@schools.nyc.gov”.

When you receive a suspected SPAM message and you are using Outlook full client follow the instructions below. If you are using OWA2003 proceed to page 3, if you are using OWA2010 proceed to page 4 and if you are using OWA Light Version please proceed to page 5.

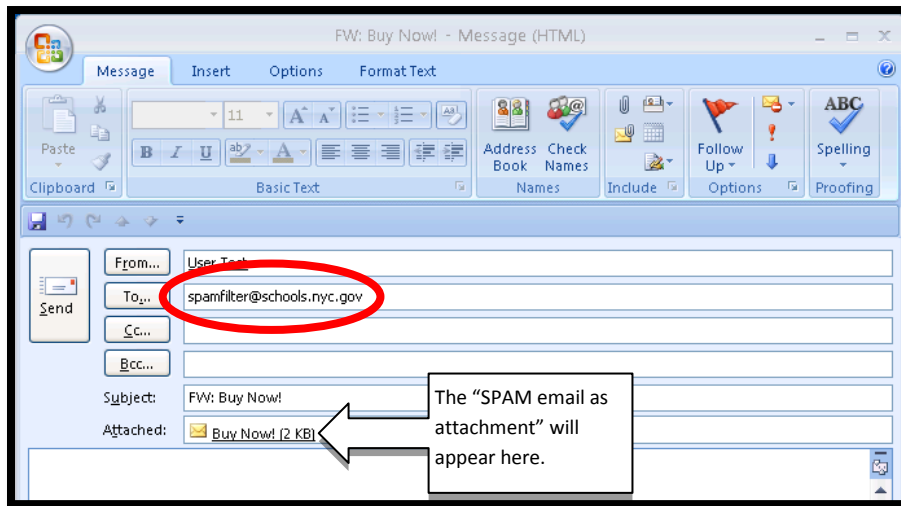
Forwarding SPAM signatures from Outlook Full Client



Open the SPAM message, click “Other Actions” from the ribbon bar and select “Forward as Attachment.”



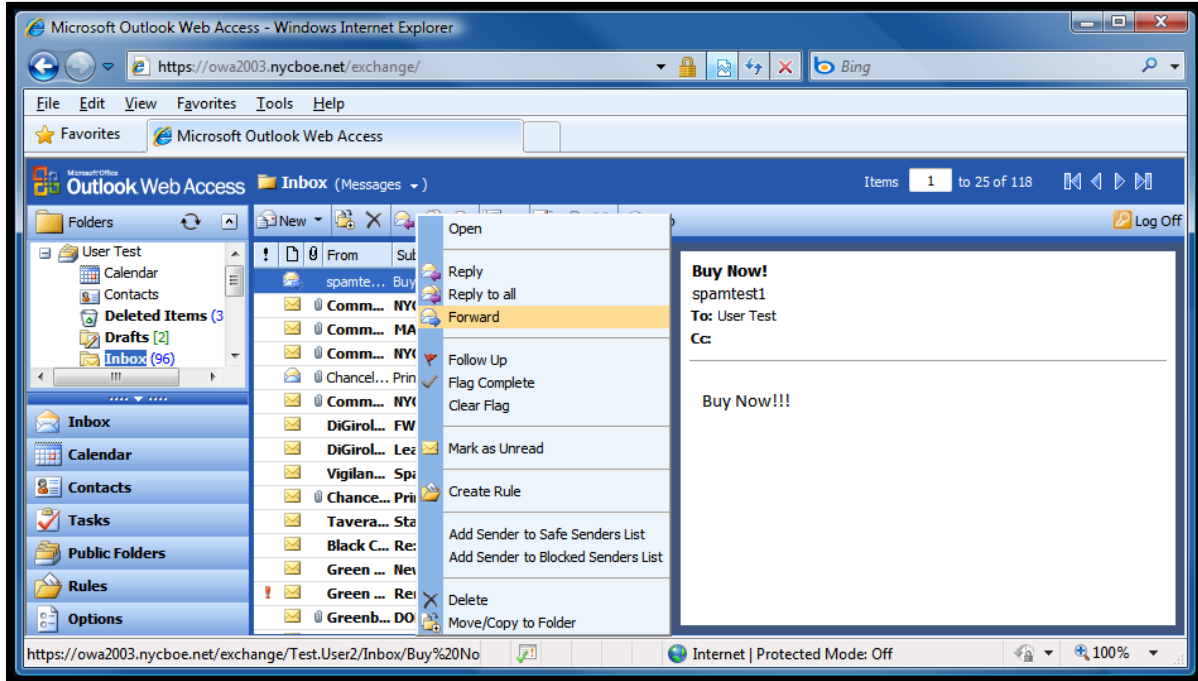
Forward the SPAM email to spamfilter@schools.nyc.gov and hit send



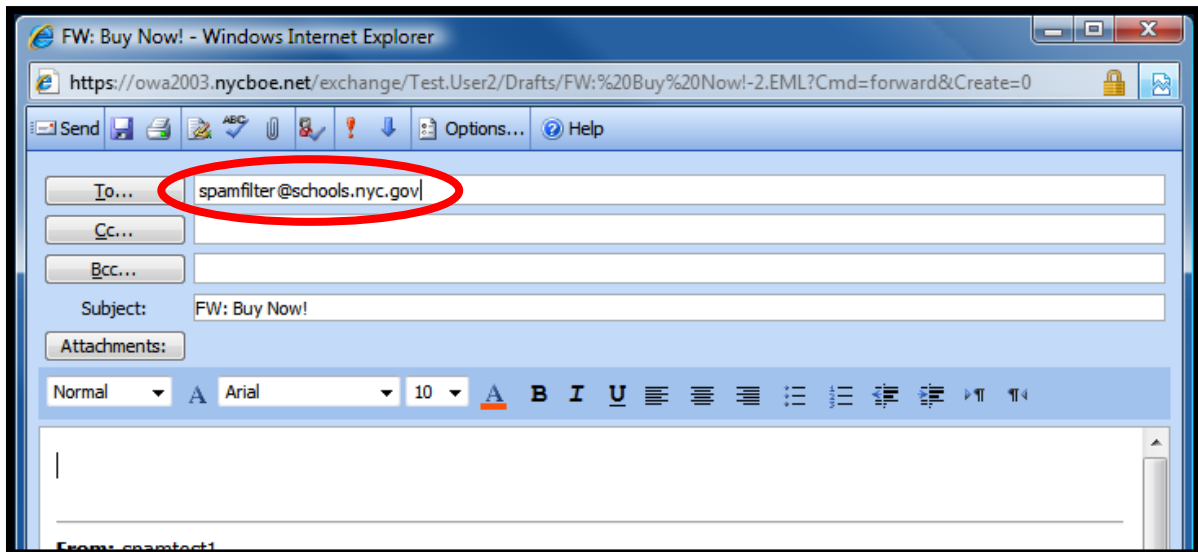
After forwarding the message, please delete the SPAM from your inbox.

Forwarding SPAM signatures from Outlook Web Access 2003

When using Outlook Web Access 2003, right-click the SPAM email message and select “Forward”



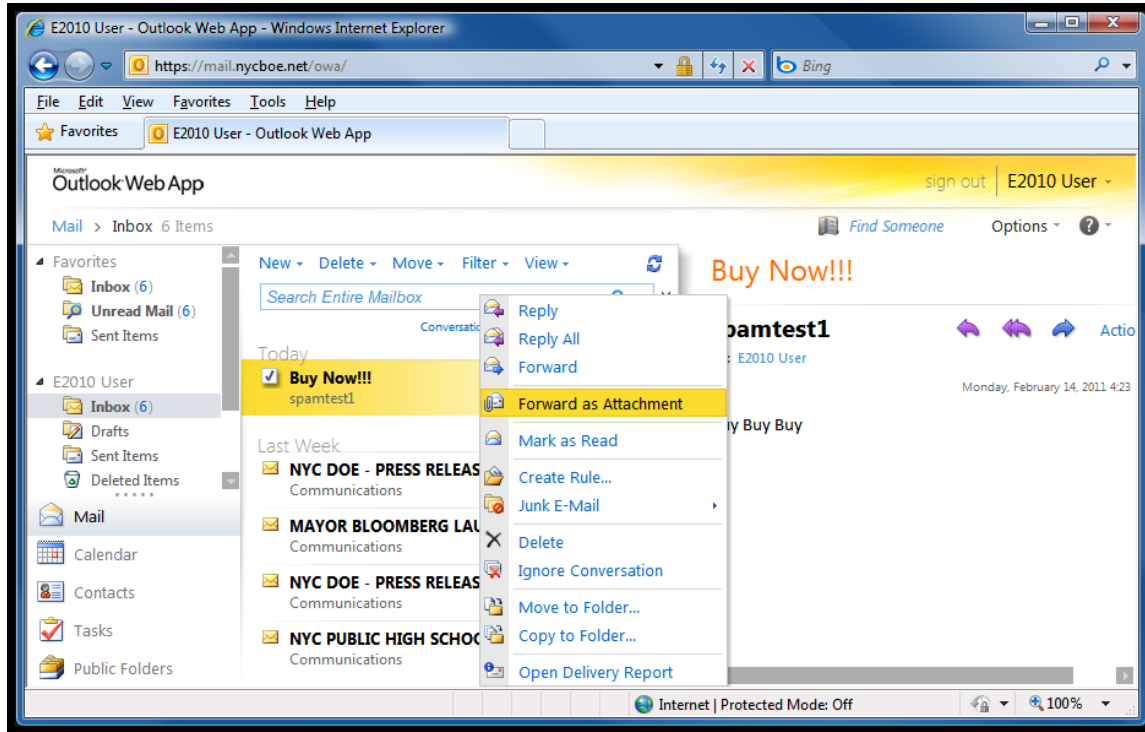
Forward the SPAM email to spamfilter@schools.nyc.gov and hit send



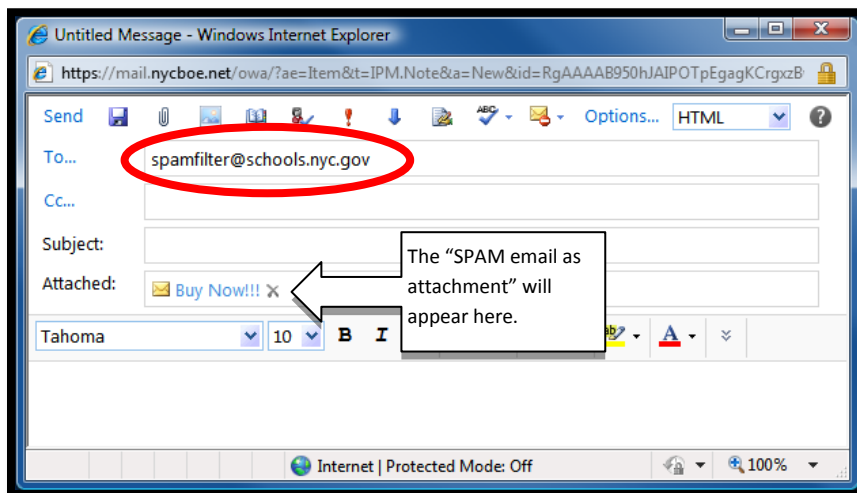
After forwarding the message, please delete the SPAM from your inbox.

Forwarding SPAM signatures from Outlook Web App 2010

When using Outlook Web App 2010, Right-click the SPAM email message and select “Forward as Attachment”



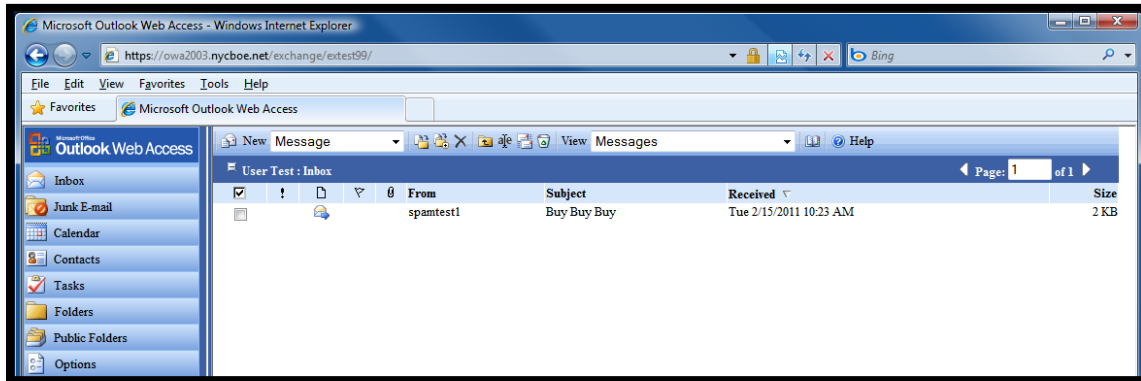
Forward the SPAM email to spamfilter@schools.nyc.gov and hit send



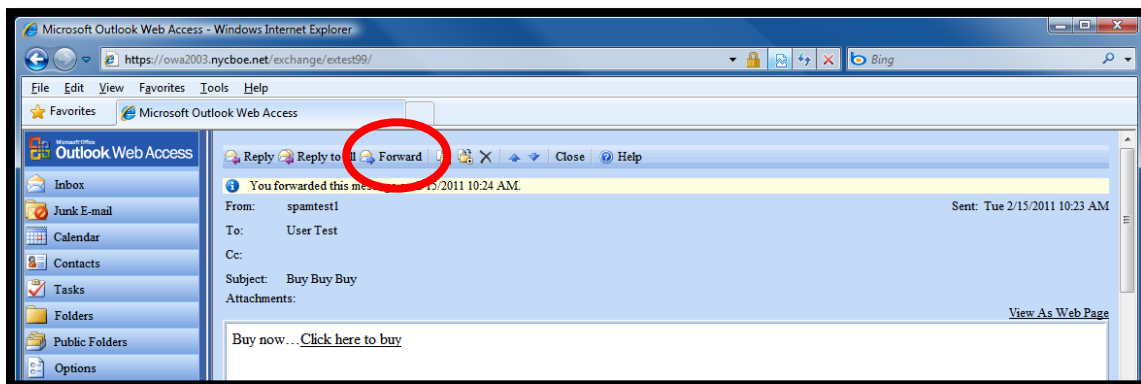
After forwarding the message, please delete the SPAM from your inbox.

Forwarding SPAM signatures from Outlook Web Access Light Version

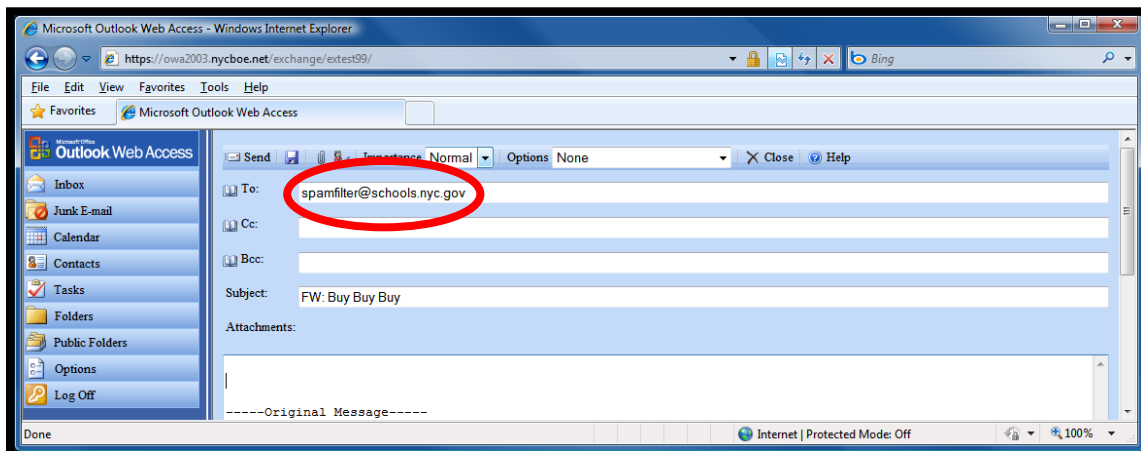
When using Outlook Web Access 2003 light version, open the suspected SPAM message



Click the “Forward” button



Forward the SPAM email to spamfilter@schools.nyc.gov and hit send



After forwarding the message, please delete the SPAM from your inbox.