Manage Clutter and Spam in Outlook (All Versions)

Using Sweep in Outlook Web App (OWA): Sweep helps automate inbox cleanup

1. Open Outlook on the Web and go to your inbox
2. Select an email from the sender you want to manage
3. Click **Sweep** on the top toolbar
4. Choose one of the following options:
   - Delete all messages from the sender
   - Keep only the latest message and delete the rest
   - Move all messages from the sender to a folder
   - Delete messages older than 10 days
5. Click **OK** to apply the rule. Sweep runs once daily

Using Sweep in Outlook New (Desktop): Sweep helps automate inbox cleanup

1. Open the new Outlook app and go to your inbox
2. Select an email from the sender you want to manage
3. Click the **Sweep** button in the toolbar
4. Choose your preferred action:
   - Delete all emails from this sender
   - Keep only the latest message
   - Move future messages to a folder
5. Confirm your choice. The rule will apply automatically once per day

Marking Someone as a Junk Sender in Outlook Classic

1. Right-click the email from the sender
2. Hover over **Junk** in the context menu
3. Select **Block Sender**. The sender is added to your Blocked Senders list, and future emails will go to the Junk folder

Reporting Spam or Phishing in Outlook Classic

1. Select the email you want to report
2. Go to the **Home** tab
3. Click **Report Message** (if available) and choose:
   - Report Junk
   - Report Phishing: Junk and Phishing tools protect you from unwanted or malicious emails.

   If the button isn't visible,
   1. right-click the email →
   2. **Junk**
   3. **Report as Junk/Phishing**