



Agency of Digital Services

How to Report Junk (Spam) Email

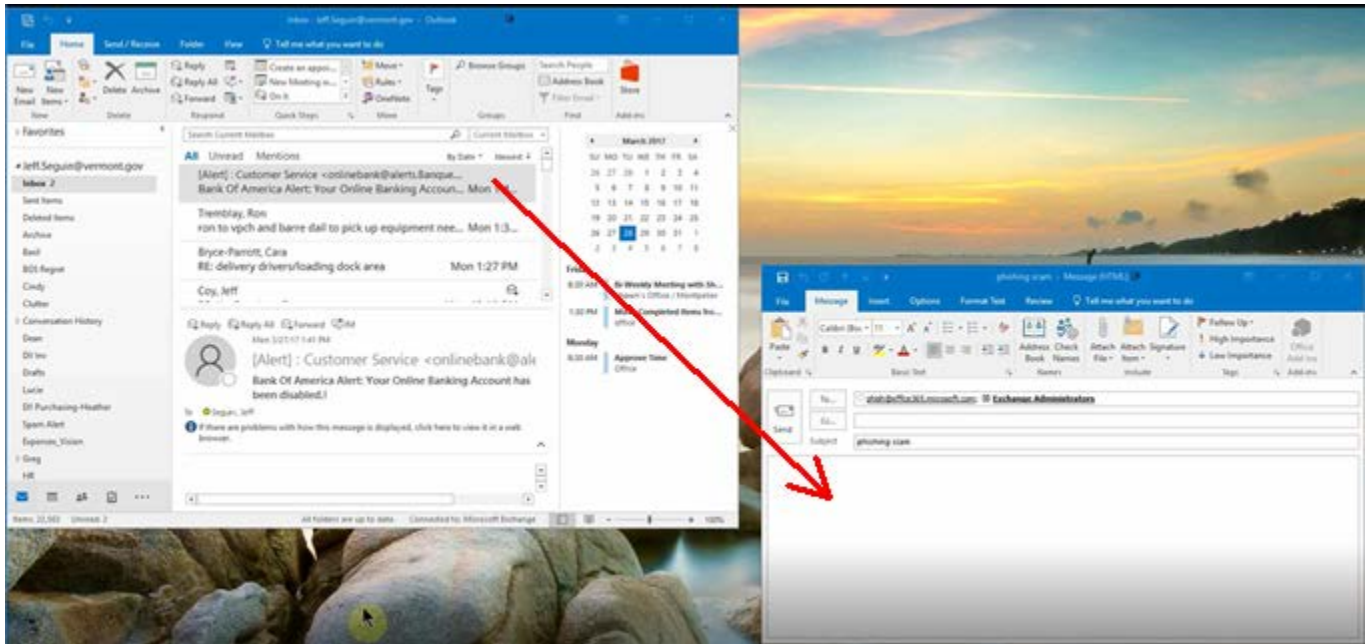
Definition of Junk (Spam)

The definition of Junk (Spam) is very subjective; many end-users define spam as unwanted email. This unwanted email may include legitimate advertisements the customer does not want to receive. Some types of spam:

- Opt-in marketing mailings / Business information mailings / Newsletters
- A sample Junk (Spam) message is on page 2 below the dotted line.

To submit Junk (Spam) email to Microsoft/ADS:

- Create a new email by -clicking this link junk@office365.microsoft.com
- Arrange the new email and your main Outlook so both are in view.



- In the new email message, remove any signature from the body of the email.
- Drag and Drop the spam message to the new email body and click "Send"

Due to the volume of notifications we receive, you may not get a reply confirming an email is junk/spam.

Service Desk,
Agency of Digital Services
802-828-6620 option 1 or Toll Free 855-828-6620 option 1

From: Vanessa Veronesse [mailto:ReplyTo@swivelsecurepartner.com]

Sent: Tuesday, October 10, 2017 10:58 AM

To:

Subject: Join Us for Understanding the 252.204-7012 Safeguarding Covered Defense Information Ruling

[To view this email in a browser, click here.](#)



Understanding the 252.204-7012 Safeguarding Covered Defense Information Ruling

[Join us for a webinar on Oct 18, 2017 at 11:30 AM CDT.](#)

[Register now!](#)

Federal contractors and sub-contractors need to assess their compliance with DFARS 252.204-7012 as soon as possible. All new Federal contracts will contain this clause and many existing contracts are being amended with this clause. This has become an urgent issue. In some instances, a contractor or sub-contractor may only have thirty (30) days to report on their compliance to the Department of Defense.