

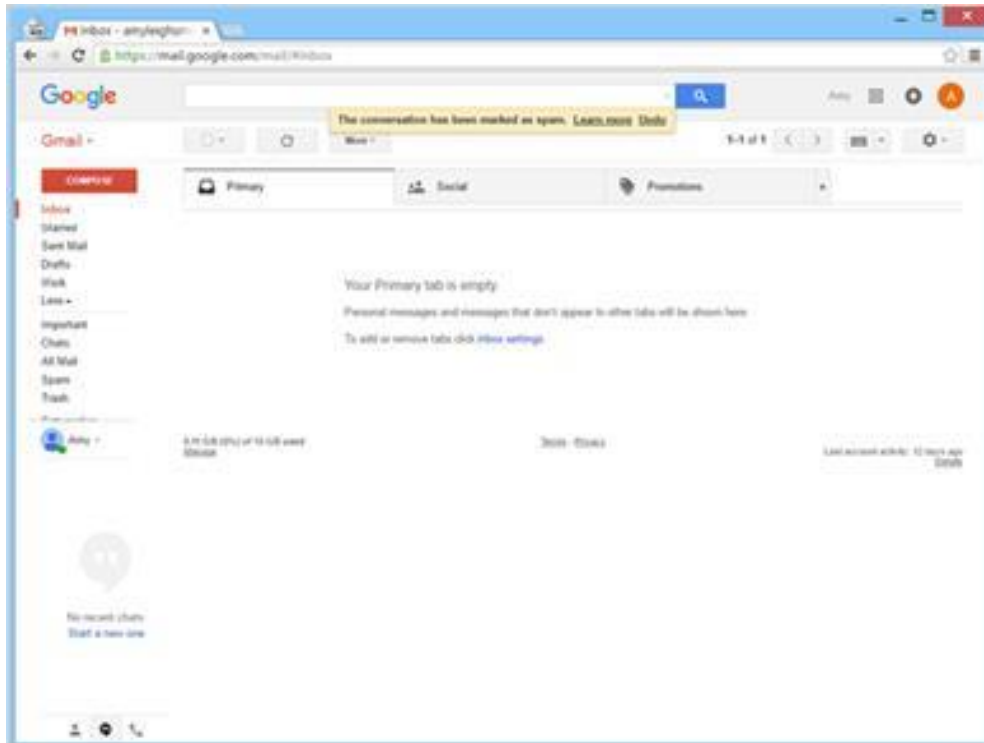
Spam and Junk Mail



Just like with regular mail, you can get junk sent to your email. That kind of junk email is referred to as Spam. What is Spam? Spam is considered unwanted online communication.



Spam emails often contain links to websites, **pictures, and other things that you don't** need. Some spam is annoying but harmless. But other spam can cause a virus or serious problems on your computer, or lead you to a fraudulent website.



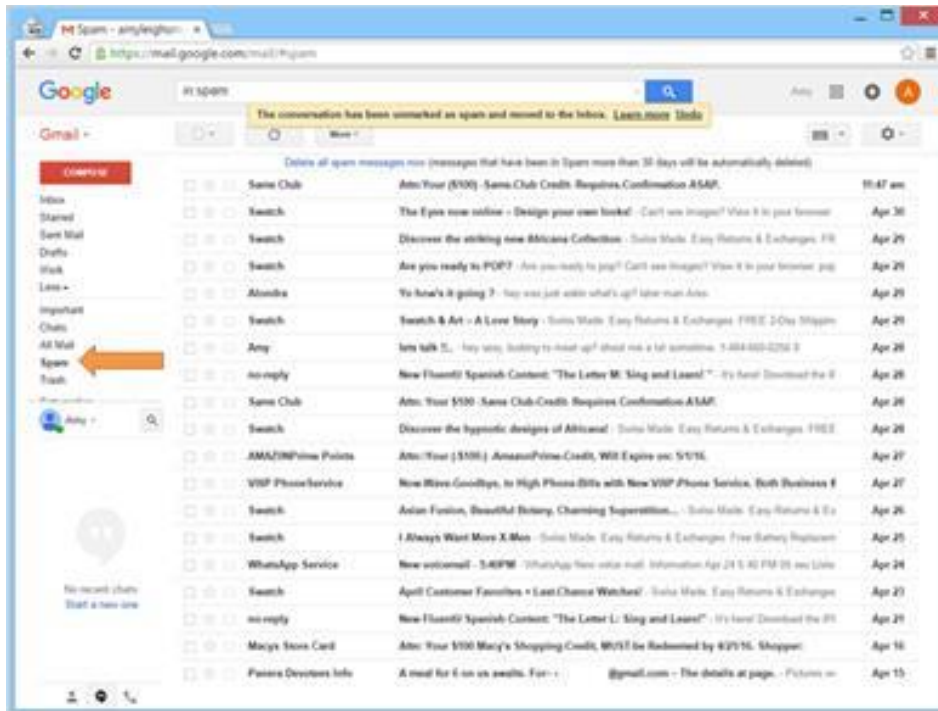
Sometimes it's not easy to figure out which emails are Spam, and which emails are safe. Gmail is already set up to help you figure out what is safe and what isn't. **There's a "spam" folder in Gmail**, where most email flagged as spam is automatically moved, so **you don't see it in the Inbox.**

The best way to tell **if an email is Spam is if you don't recognize the sender.** Even if the subject line is a friendly Hello, or the sender sounds like a legitimate business, it might still be Spam. If the email ends up in the Spam folder, it usually means it is Spam.

Occasionally, you might see a spam email in your inbox. If this happens, click this button to mark it as spam. Avoid opening the message, clicking on any links, or viewing any pictures in the message.



Sometimes malicious spam emails have an attachment with them, shown by a paperclip icon. If the sender is not someone you know and trust, or if something looks suspicious **about the message, it's best to just delete the email and not open the attachment.** Downloading attachments is one way that computer viruses are spread.



Sometimes when you sign up for online newsletters, Gmail flags the messages as Spam. If you find an email in your Spam folder that you want to keep, you can alert Gmail that the message isn't Spam.

After you open the message, click on the Not Spam button.

From then on, if you get an email from the same email address, it will arrive in your Inbox, instead of being marked as Spam.

Occasionally Gmail puts safe emails in the Spam folder by mistake. **If you're missing an email from someone, be sure to check the Spam folder to see if it's there!**