

# Email

## How do I release or delete messages from the "Bulk" (Spam) mailbox? (Faculty/Staff)

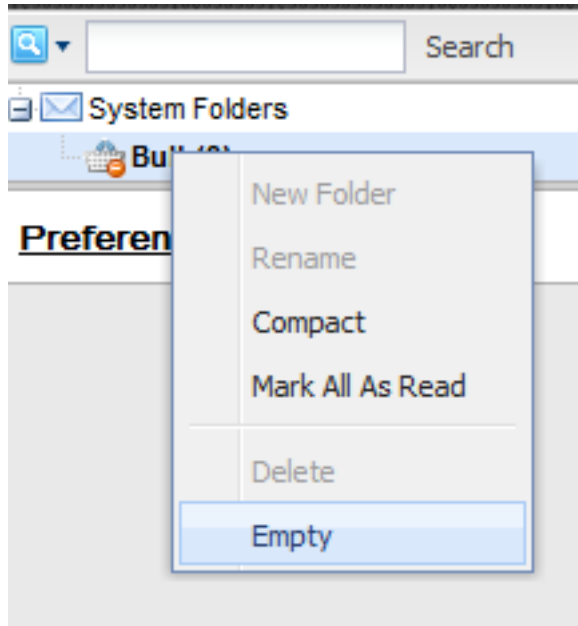
### For Individual Messages

1. Go to the website <https://spam.fit.edu>
2. Login with your Exchange email address. Ex: **username@fit.edu** and TRACKS password
3. In your "**Bulk**" inbox, right click on the message that you want to release or delete.
4. Select "**Release**" or "**Delete**." The email will be sent to your inbox if you selected release. It will be deleted if you selected delete.
5. Click the "**Log Out**" button in the upper right to exit.

### For Cleaning the Whole Bulk Folder and Multiple Accounts

If you find you are receiving multiple spam messages you must log in your spam account associated with each mailbox and to delete the spam from the multiple addresses associated with your @fit.edu Exchange account.

1. Go to the website <https://spam.fit.edu>
2. Login with your Exchange email address. Ex: **username@fit.edu** and TRACKS password.
3. Now click on the "**Bulk**" folder and you will see a pane with the email, right click on the Bulk folder, and choose "**Empty**".



4. Choose "**Log Out**" when finished.
5. Then you can login to your\_username@go.fit.edu repeat steps 1-4, and then your\_username@it.fit.edu to delete all the messages associated with the account.

Unique solution ID: #1214

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