

Google Spam Management

Mark or unmark emails as spam

Mark emails as spam

As you report more spam, Gmail is better able to automatically mark similar messages as spam.

1. On your computer, open Gmail.
2. Select one or more emails.
3. Click Report spam .

Tip: When you click Report spam  or manually move an email into your Spam folder, Google will receive a copy of the email and may analyze it to help protect our users from spam and abuse.

Unmark an email as spam

You can remove an email from Spam if you incorrectly marked it as spam:

1. On your computer, open Gmail.
2. On the left, click More.
3. Click Spam.
4. Open the email.
5. At the top, click Not spam.

Tip: To stop a message from being sent to Spam in the future, you can also:

Add the sender to your contacts:

Add a contact

On your computer, go to Google Contacts (<https://contacts.google.com/>)

At the top left, click Create contact.

Click Create contact or Create multiple contacts.

Enter the contact's information.

Click Save.

Delete emails in spam

1. On your computer, open Gmail.
2. On the left, click More.
3. Click Spam.
4. At the top, click Delete all spam messages now. Or, select specific emails, then click Delete forever.