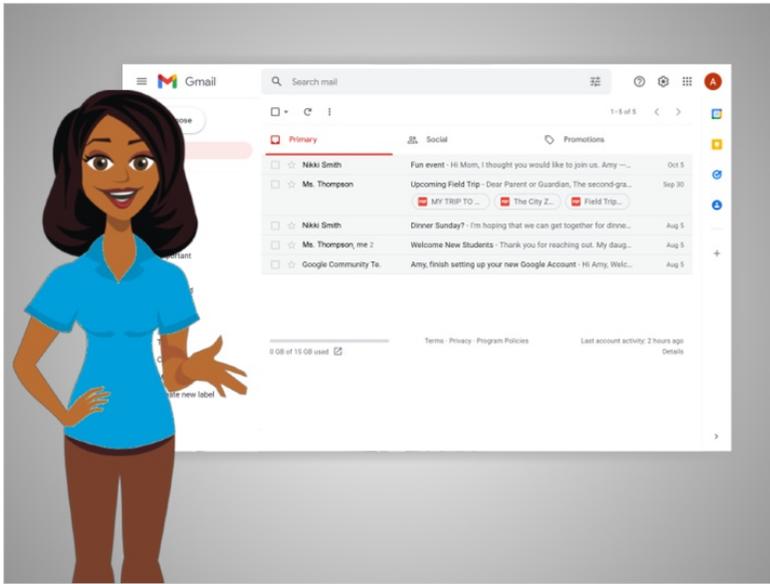# Intro to Email 2: Beyond the Basics
Spam and Junk

In the previous lesson Amy learned how to create a draft email that she went back to later, to finish and send.
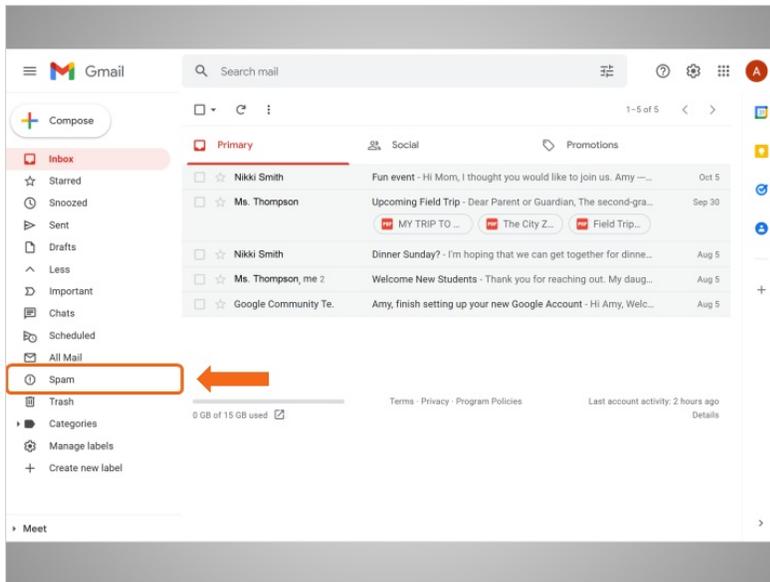
In this lesson, we will learn about Spam and Junk email. Just like with regular mail, you can get junk sent to your email. That kind of junk email is referred to as Spam.

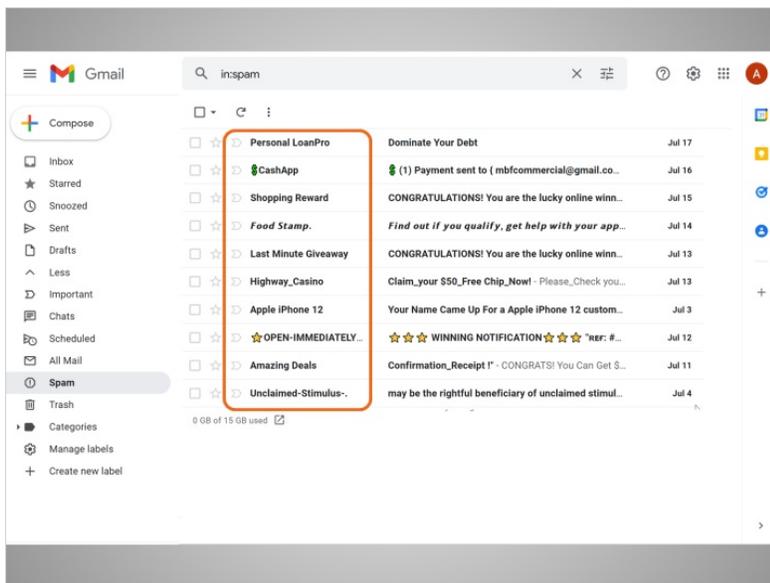What is Spam? Spam is considered unwanted online communication.

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.
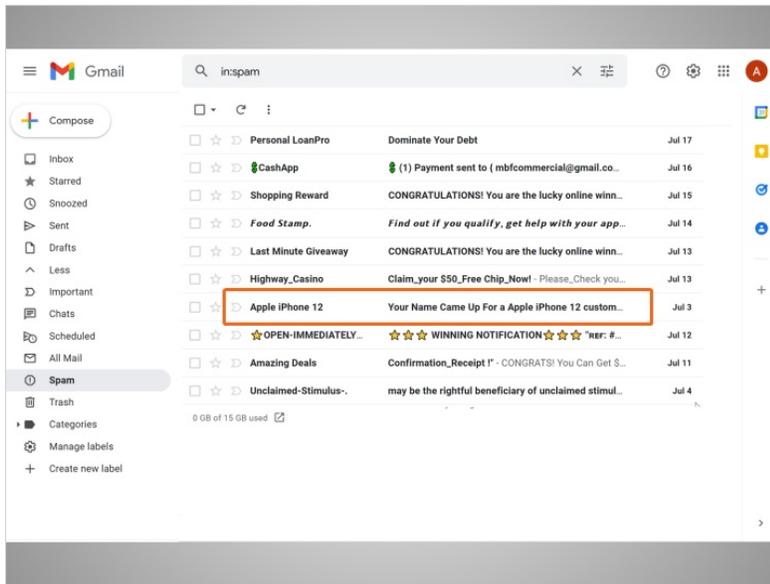
In today's lesson we will continue to use Gmail to share examples of Spam email. Sometimes it's not easy to figure out which emails are Spam, and which emails are not.
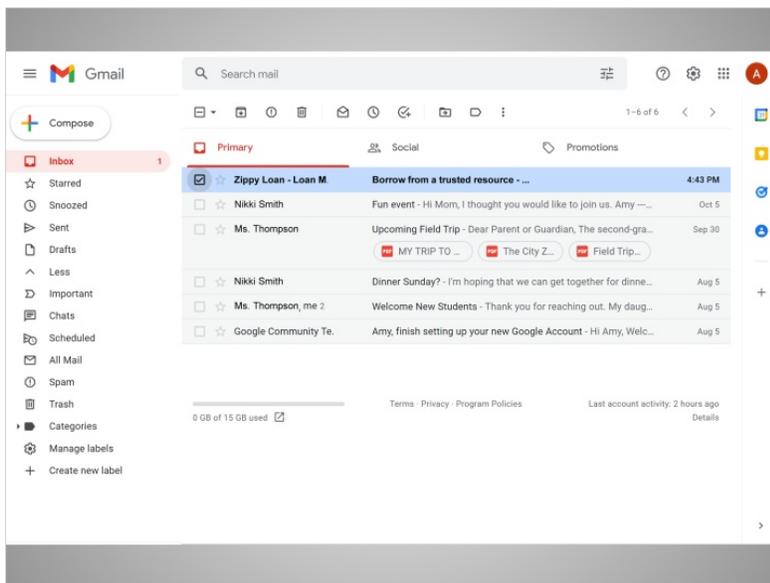
There's a Spam folder in Gmail, where most email flagged as spam is automatically moved, so you don't see it in the Inbox.
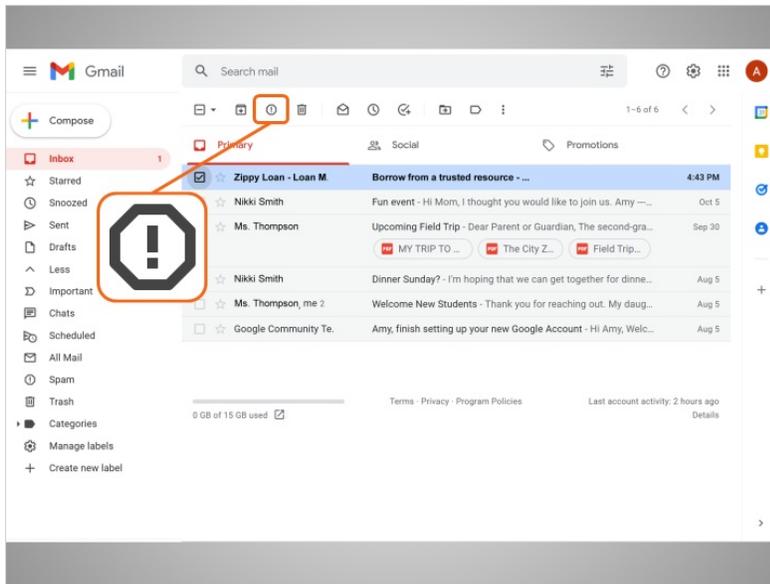

The best way to tell if an email is Spam is if you don't recognize the sender. Even if the sender sounds like a legitimate business, it might still be spam.

In this example, the fraudulent sender is using the brand "Apple" to make the email look legitimate.

Occasionally, you might see a spam email in your Inbox. If this happens, click the box next to the email that looks like spam.
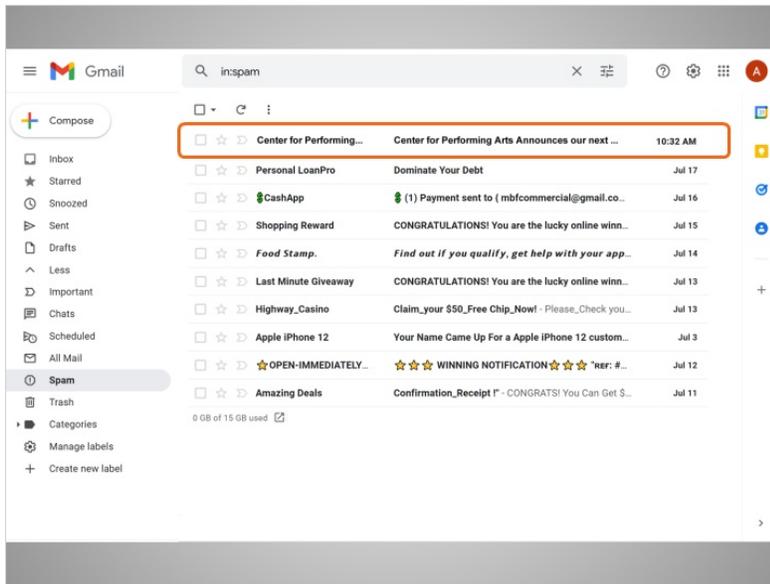
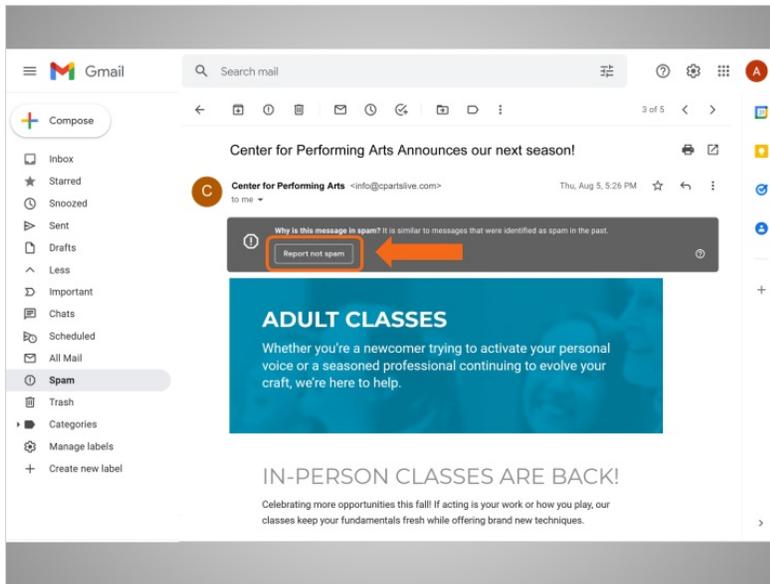Then click the button to mark it as spam.

Avoid opening the message, clicking on any links, or viewing any pictures in the message.
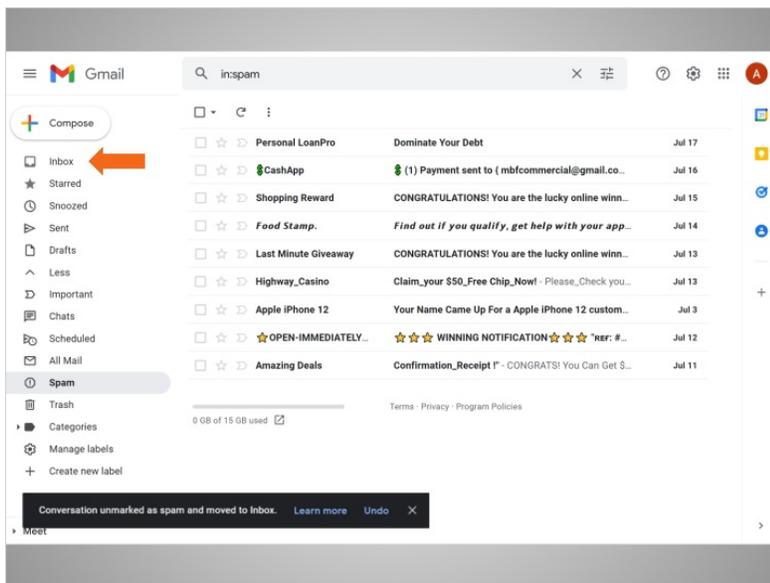
Some malicious spam emails have a link or attachment with them, which is sometimes shown by a paperclip icon. If the sender is not someone you know and trust, or if something looks suspicious about the message, it's best to just delete the email and not open the link or the attachment. Opening malicious links and downloading attachments can spread a virus to your computer.
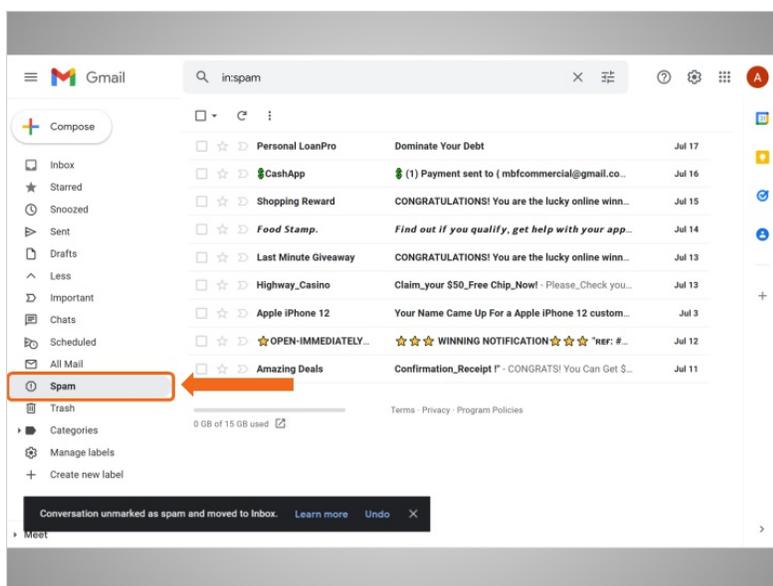
Sometimes when you sign up for online newsletters, Gmail may flag the messages as Spam. If you find an email in your Spam folder that you want to keep, you can alert Gmail that the message isn't Spam.

After you open the message, click on the Not Spam button. Please make note that other email providers may use a different process.

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!

In this lesson, we learned how to deal with unwanted emails. In the next lesson, Amy is going to learn about how to organize and delete emails.