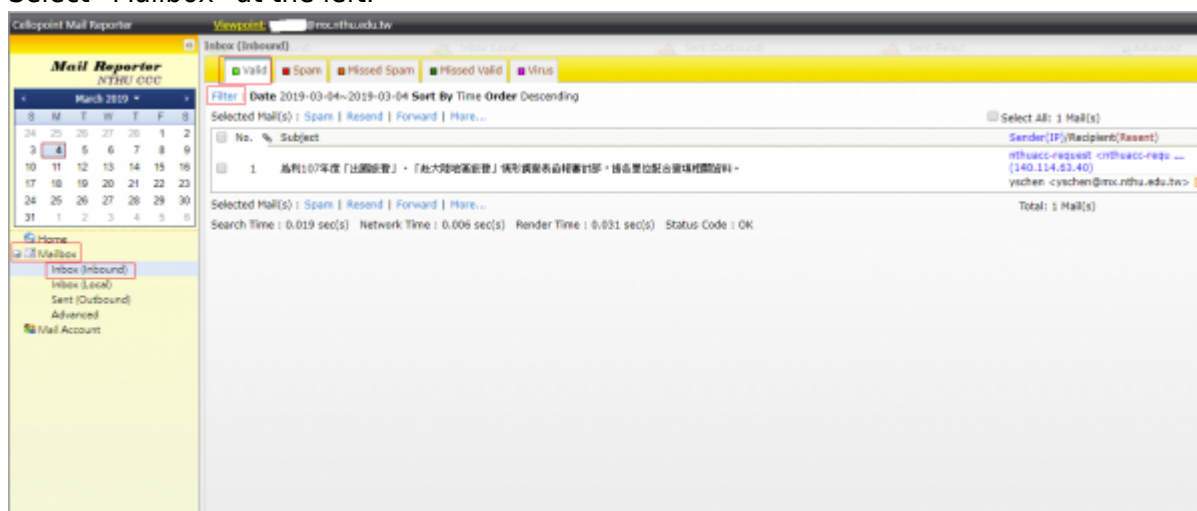
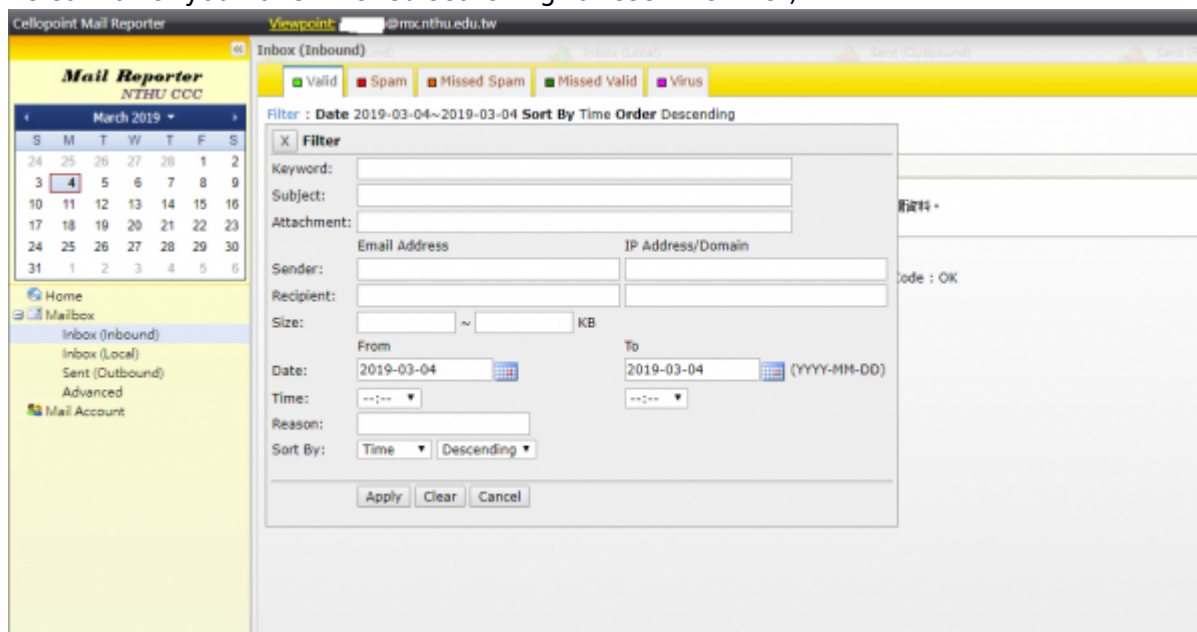


# How Do I Find Mail in the Mail Reporter?

1. Log in to [Mail Reporter](#)
2. Select "Mailbox" at the left.



3. By mail source - select the appropriate mail folder on the left:
  - **Inbox( Inbound )**: Means that the mail was sent to your email address.
  - **Sent( Outbound )**: Means that the mail was send from your email address.
4. By mail category as determined by the system - select from the top:
  - **Spam**
  - Missed Spam◻When the user tags "Valid" mail with "Spam", the mail is moved here.
  - **Valid**
  - Missed Valid◻When the user tags "Spam" mail with "Valid", the mail is moved here.
  - **Virus**
5. You can sort by date on the right or use "Filter" to further filter your mail (remember to click "Clear" after you have finished searching to reset the filter).



From:

<https://net.nthu.edu.tw/netsys/> - 網路系統組

Permanent link:

[https://net.nthu.edu.tw/netsys/en:faq:mail\\_reporter\\_folder](https://net.nthu.edu.tw/netsys/en:faq:mail_reporter_folder)

Last update: **2019/06/05 10:03**

