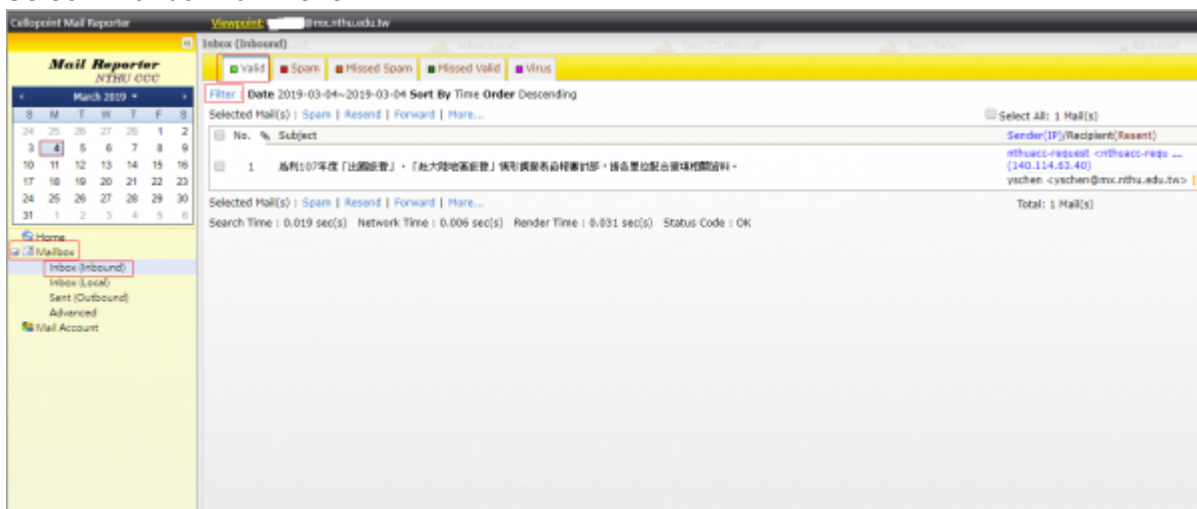
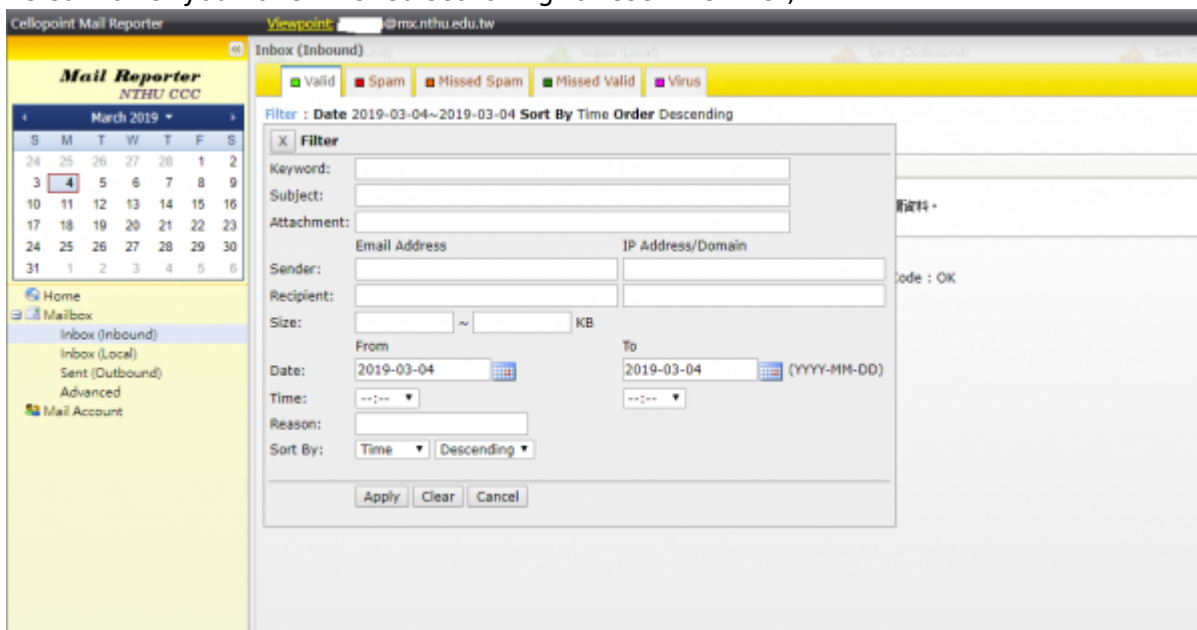


How Do I Find Mail in the Mail Reporter?

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



3. By mail source - select the appropriate mail folder on the left:
 - o **Inbox(Inbound)** : Means that the mail was sent to your email address.
 - o **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:
 - o **Spam**
 - o Missed Spam - When the user tags "Valid" mail with "Spam", the mail is moved here.
 - o **Valid**
 - o Missed Valid - When the user tags "Spam" mail with "Valid", the mail is moved here.
 - o **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).



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

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