How to Block or Mark as Spam in Gmail

**Blocking Sender In Gmail**

When you block someone, messages they send you will go to your Spam folder.

1. Open Gmail.
2. Open the message.
3. In the top right, click the Down arrow ▼.
4. Click **Block [sender]**.

If you blocked someone by mistake, you can unblock them using the same steps.

Gmail tries to keep spam out of your inbox, but sometimes messages get through. If you see a spam message in your inbox:

1. Open Gmail.
2. Check the box to the left of the message or open the message.
3. Near the top of the page, click **Report Spam** 🚭.