

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  .