Email

How to release or delete messages from the Bulk (SPAM) Inbox (Faculty/Staff)?

For Individual Messages

1. Go to the website https://spam.fit.edu
2. Login with your TRACKS (Exchange Email) account. Ex: username@fit.edu and password
3. In your Bulk inbox, right click on the message that you want to release or delete.
4. Select release or delete and the email will be sent to your inbox if you selected release or deleted if you selected delete.
5. Click the “Log Out” button in the upper right to exit.

For Cleaning the Whole folder or Your 3 bulk folders

If you find you are receiving multiple digest messages you must login your spam account to EACH address to delete the spam from the multiple address associated with your @fit.edu (exchange) account.

1. Go to the website https://spam.fit.edu
2. Login with your TRACKS (Exchange Email) account. Ex: username@fit.edu and password
3. Now click on the bulk folder and you will see a pane with the email, right click on the bulk folder, and choose “Empty”.
4. Choose logout when finished.
5. Then you can login to your_username@go.fit.edu repeat steps 1-4, and then your_username@it.fit.edu to delete all the messages associated with the account.

Unique solution ID: #1214
Author: Curtis Robinson