

Spam and Trash usage:

Received mails you consider **spam** (bulk mass mailings, not regular newsletters!) can be classified as Spam using [Webmail](#) or our [Desktop application](#) by clicking on the "Spam" button (top center). Emails wrongfully classified as Spam can be marked "No Spam" by clicking on the corresponding button while in the Spam folder.

Using Outlook, you can do this by moving the messages into or out of the Spam (Junk) folder, respectively.

Our systems are constantly learning to even better filter messages, your classification helps the learning process.

Emails in the Spam folder are deleted automatically after 7 days, emails and other objects in the **trash** folder are deleted after 14 days.

Our **virus** filters constantly monitor incoming and outgoing mail for known viruses. Messages containing viruses identified by our filters are discarded.

Encrypted archive files are discarded by the virus filters since they can not be scanned for viruses (due to the encryption).

