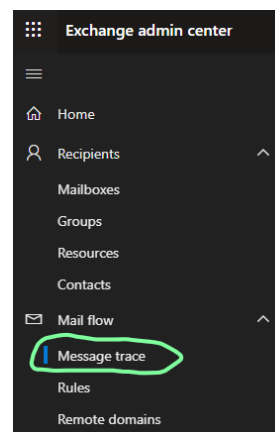
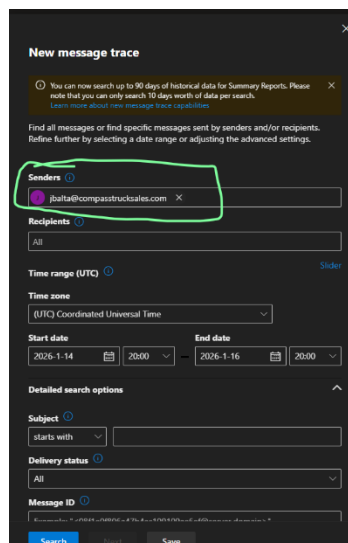
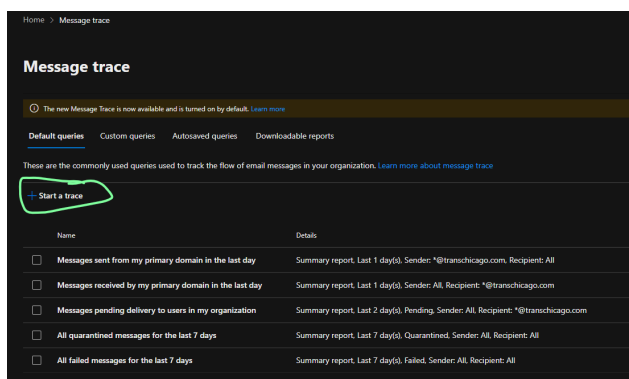


Guide on how to Mass Delete Spam Emails:

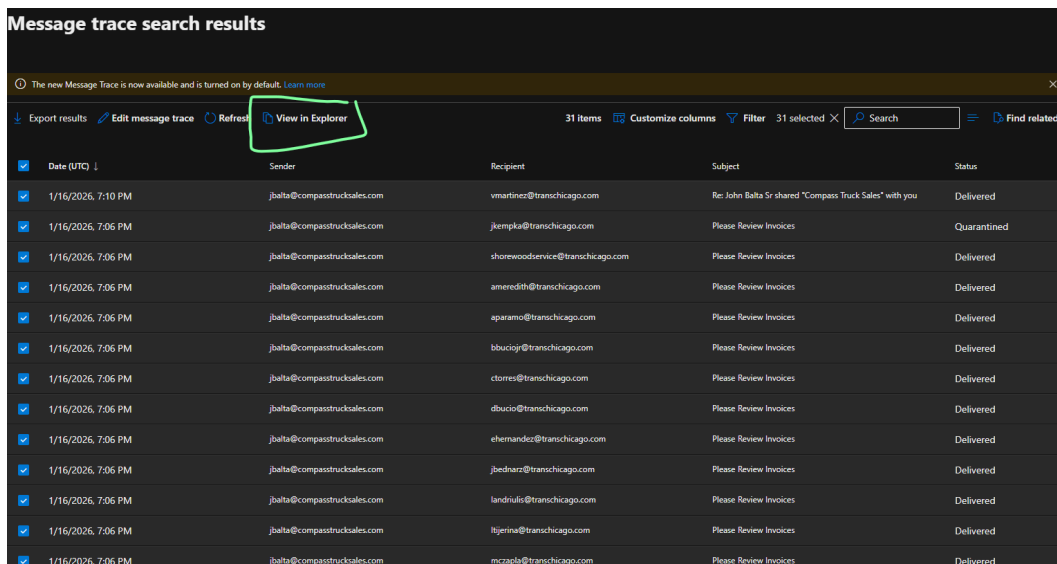
1. Open Exchange Admin Center and go to Message Trace



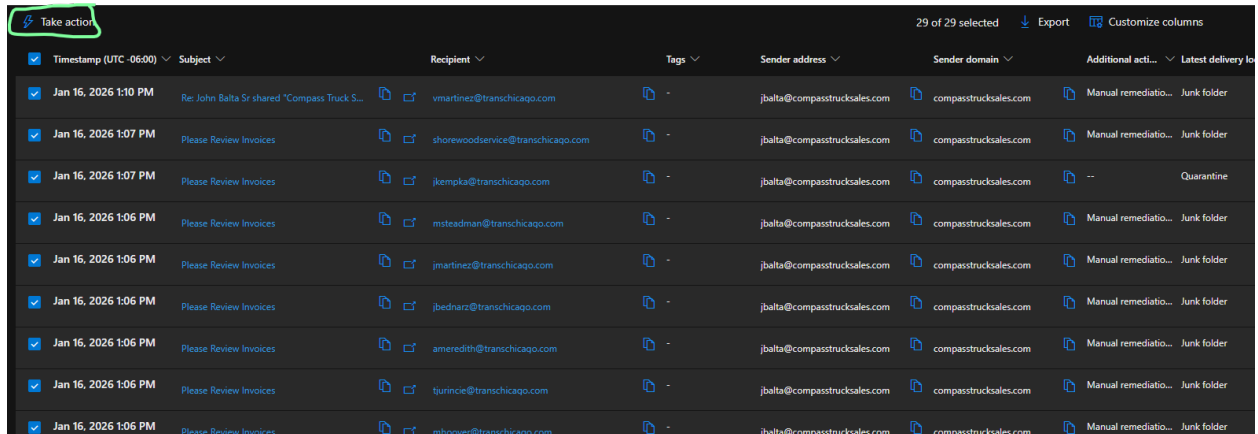
2. Start a Trace with the parameters set as necessary, in this example they were all from one email address [jbalta@...](mailto:jbalta@compasstrucksales.com)



3. Once the messages are traced select all and then select View in Explorer

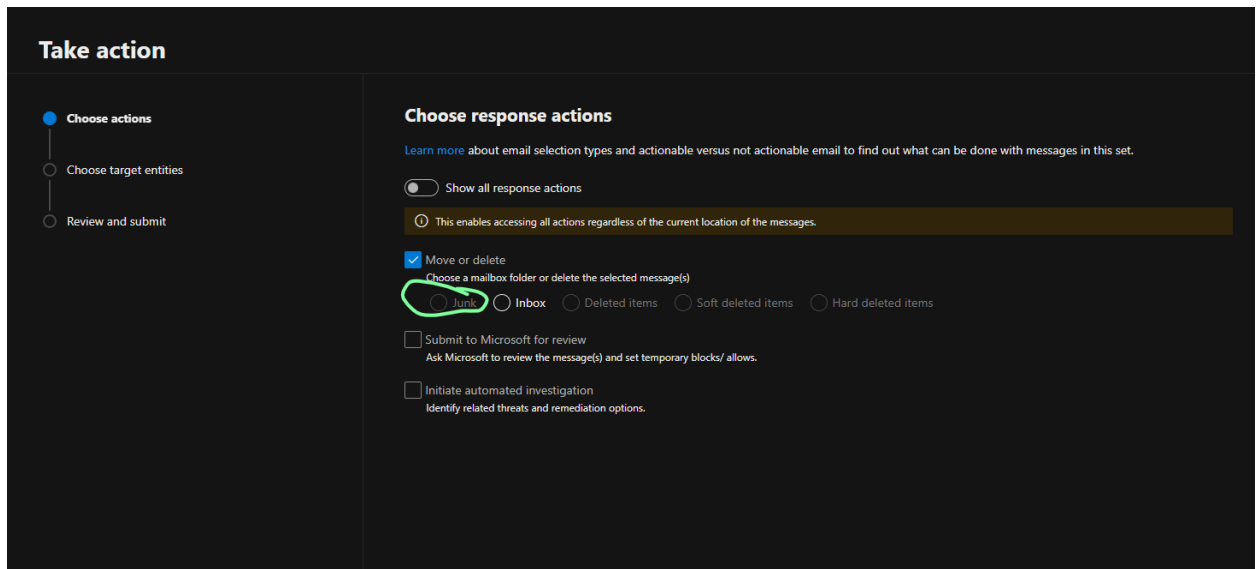


4. This will open the security and compliance center, again select all the messages and then select Take Action



<input checked="" type="checkbox"/>	Timestamp (UTC -06:00) ▾	Subject ▾	Recipient ▾	Tags ▾	Sender address ▾	Sender domain ▾	Additional actions ▾	Latest delivery location
<input checked="" type="checkbox"/>	Jan 16, 2026 1:10 PM	Re: John Balta Sr shared "Compass Truck S...	vmartinez@transchicago.com	-	jbalta@compasstrucksales.com	compasstrucksales.com	Manual remediation...	Junk folder
<input checked="" type="checkbox"/>	Jan 16, 2026 1:07 PM	Please Review Invoices	shorewoodservice@transchicago.com	-	jbalta@compasstrucksales.com	compasstrucksales.com	Manual remediation...	Junk folder
<input checked="" type="checkbox"/>	Jan 16, 2026 1:07 PM	Please Review Invoices	jkempka@transchicago.com	-	jbalta@compasstrucksales.com	compasstrucksales.com	--	Quarantine
<input checked="" type="checkbox"/>	Jan 16, 2026 1:06 PM	Please Review Invoices	msteadman@transchicago.com	-	jbalta@compasstrucksales.com	compasstrucksales.com	Manual remediation...	Junk folder
<input checked="" type="checkbox"/>	Jan 16, 2026 1:06 PM	Please Review Invoices	jmartinez@transchicago.com	-	jbalta@compasstrucksales.com	compasstrucksales.com	Manual remediation...	Junk folder
<input checked="" type="checkbox"/>	Jan 16, 2026 1:06 PM	Please Review Invoices	jbednarz@transchicago.com	-	jbalta@compasstrucksales.com	compasstrucksales.com	Manual remediation...	Junk folder
<input checked="" type="checkbox"/>	Jan 16, 2026 1:06 PM	Please Review Invoices	ameredith@transchicago.com	-	jbalta@compasstrucksales.com	compasstrucksales.com	Manual remediation...	Junk folder
<input checked="" type="checkbox"/>	Jan 16, 2026 1:06 PM	Please Review Invoices	tjurincie@transchicago.com	-	jbalta@compasstrucksales.com	compasstrucksales.com	Manual remediation...	Junk folder
<input checked="" type="checkbox"/>	Jan 16, 2026 1:06 PM	Please Review Invoices	mhoover@transchicago.com	-	jbalta@compasstrucksales.com	compasstrucksales.com	Manual remediation...	Junk folder

5. Finally Select to Move or Delete and move it to either junk, deleted, etc.



Take action

- ☒ Choose actions
- ☐ Choose target entities
- ☐ Review and submit

Choose response actions

[Learn more](#) about email selection types and actionable versus not actionable email to find out what can be done with messages in this set.

☐ Show all response actions

☒ This enables accessing all actions regardless of the current location of the messages.

☒ Move or delete
Choose a mailbox folder or delete the selected message(s)

☒ Junk ☐ Inbox ☐ Deleted items ☐ Soft deleted items ☐ Hard deleted items

☐ Submit to Microsoft for review
Ask Microsoft to review the message(s) and set temporary blocks/ allows.

☐ Initiate automated investigation
Identify related threats and remediation options.