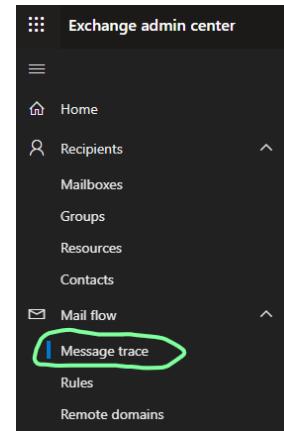


## Guide on how to Mass Delete Spam Emails:

1. Open Exchange Admin Center and go to Message Trace

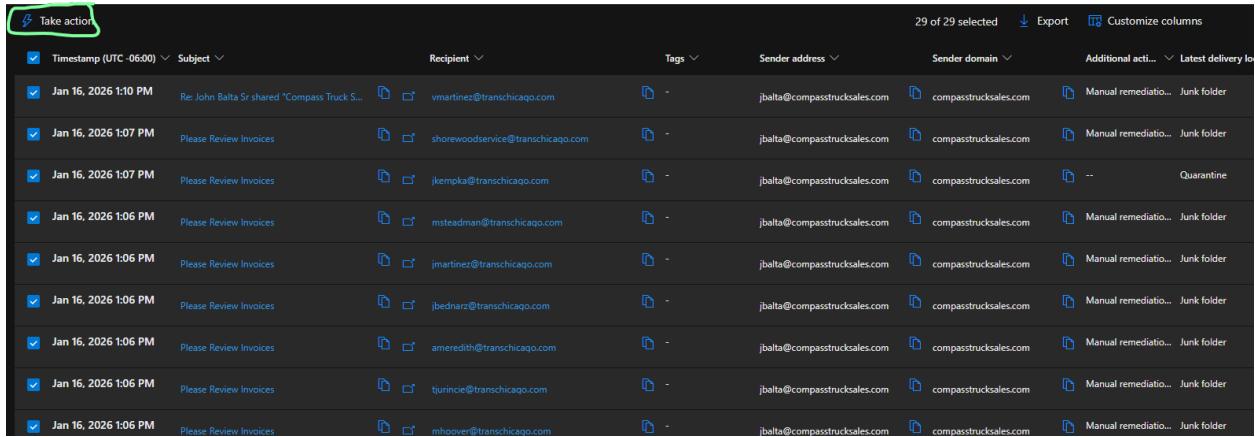


2. Start a Trace with the parameters set as necessary, in this example they were all from one email address [jbalta@...](mailto:jbalta@...)

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

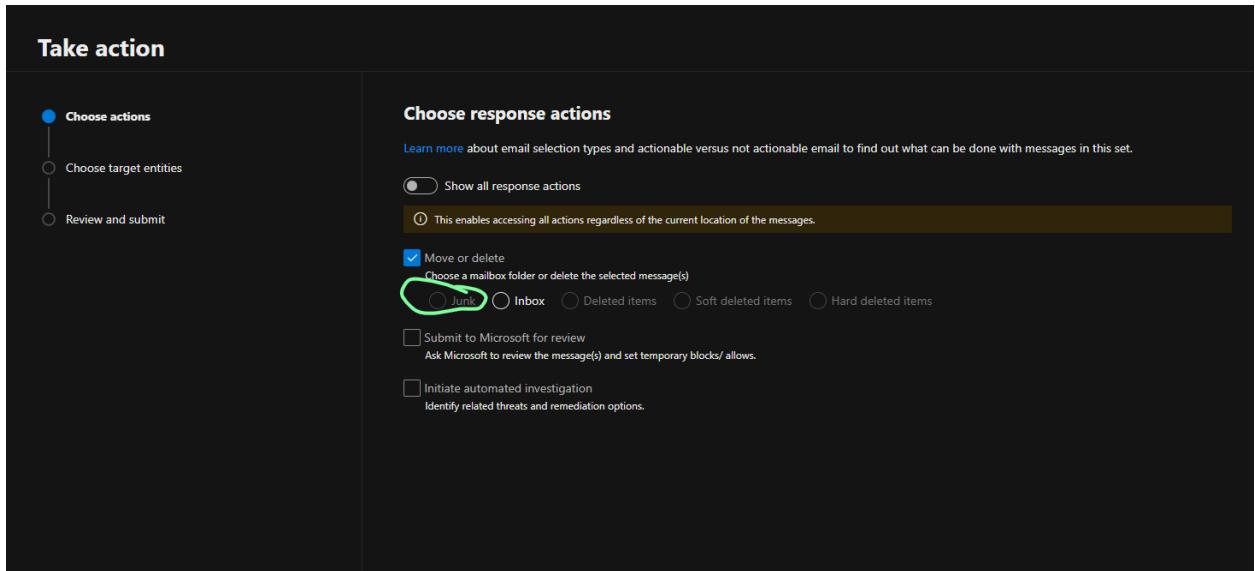
Date (UTC)	Sender	Recipient	Subject	Status
1/16/2026, 7:10 PM	jbalta@compastrucksales.com	vmartinez@transchicago.com	Re: John Balta Sr shared "Compass Truck Sales" with you	Delivered
1/16/2026, 7:06 PM	jbalta@compastrucksales.com	jkempka@transchicago.com	Please Review Invoices	Quarantined
1/16/2026, 7:06 PM	jbalta@compastrucksales.com	shorewoodservice@transchicago.com	Please Review Invoices	Delivered
1/16/2026, 7:06 PM	jbalta@compastrucksales.com	ameredith@transchicago.com	Please Review Invoices	Delivered
1/16/2026, 7:06 PM	jbalta@compastrucksales.com	aparamo@transchicago.com	Please Review Invoices	Delivered
1/16/2026, 7:06 PM	jbalta@compastrucksales.com	bbucio@transchicago.com	Please Review Invoices	Delivered
1/16/2026, 7:06 PM	jbalta@compastrucksales.com	ctoires@transchicago.com	Please Review Invoices	Delivered
1/16/2026, 7:06 PM	jbalta@compastrucksales.com	dbucio@transchicago.com	Please Review Invoices	Delivered
1/16/2026, 7:06 PM	jbalta@compastrucksales.com	ehernandez@transchicago.com	Please Review Invoices	Delivered
1/16/2026, 7:06 PM	jbalta@compastrucksales.com	jbednarz@transchicago.com	Please Review Invoices	Delivered
1/16/2026, 7:06 PM	jbalta@compastrucksales.com	lanchiusi@transchicago.com	Please Review Invoices	Delivered
1/16/2026, 7:06 PM	jbalta@compastrucksales.com	ljerina@transchicago.com	Please Review Invoices	Delivered
1/16/2026, 7:06 PM	jbalta@compastrucksales.com	mczapla@transchicago.com	Please Review Invoices	Delivered

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



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

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.