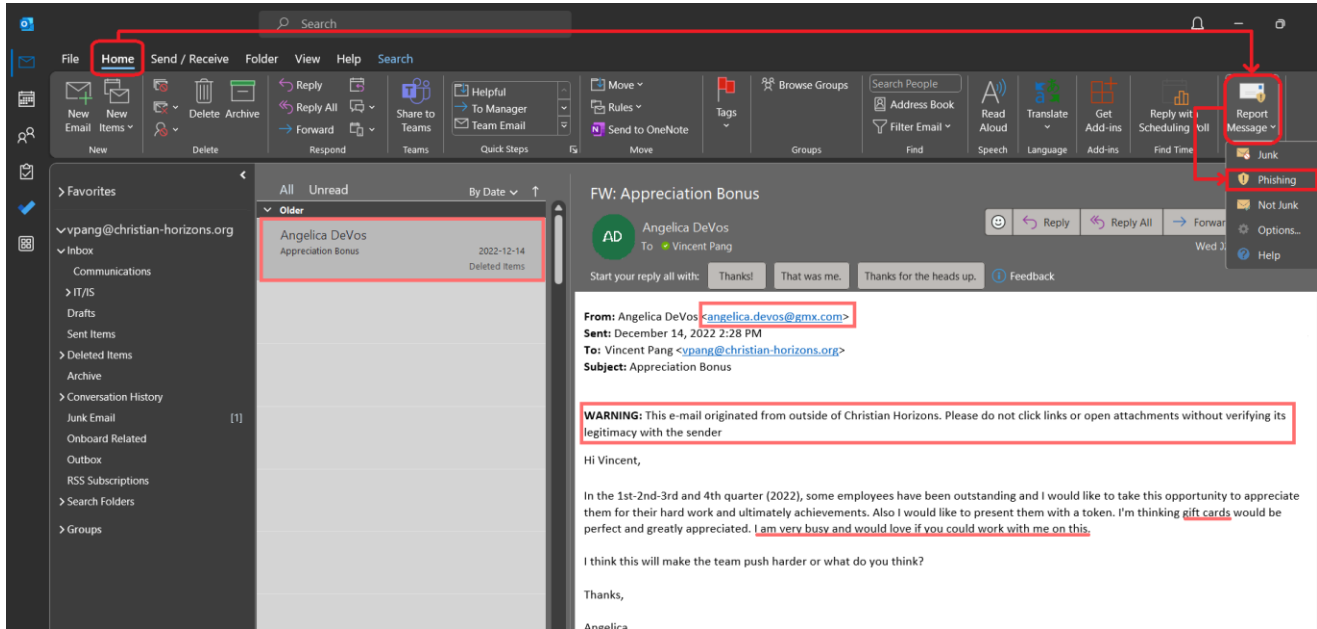


Report Phishing – Microsoft Outlook (Office 365/Outlook 2016)

1. Have the identified and suspicious email selected from your mailbox.
2. Open the **Home** tab along the top of your Outlook Interface
3. Look for the **Report Message** under the **Protection** add-in.
4. Select the relevant reason for reporting the message for IS&T to review, in this case, **Phishing**.



Report Phishing – Outlook Web Access (OWA – Web Browser)

1. Have the identified and suspicious email selected from your mailbox.
2. Ensure the **Home** tab along the top of your Outlook Interface is selected highlighted in red.
3. Look for the **Report** button
4. Select the relevant reason for reporting the message for IS&T to review, in this case, **Phishing**.

