

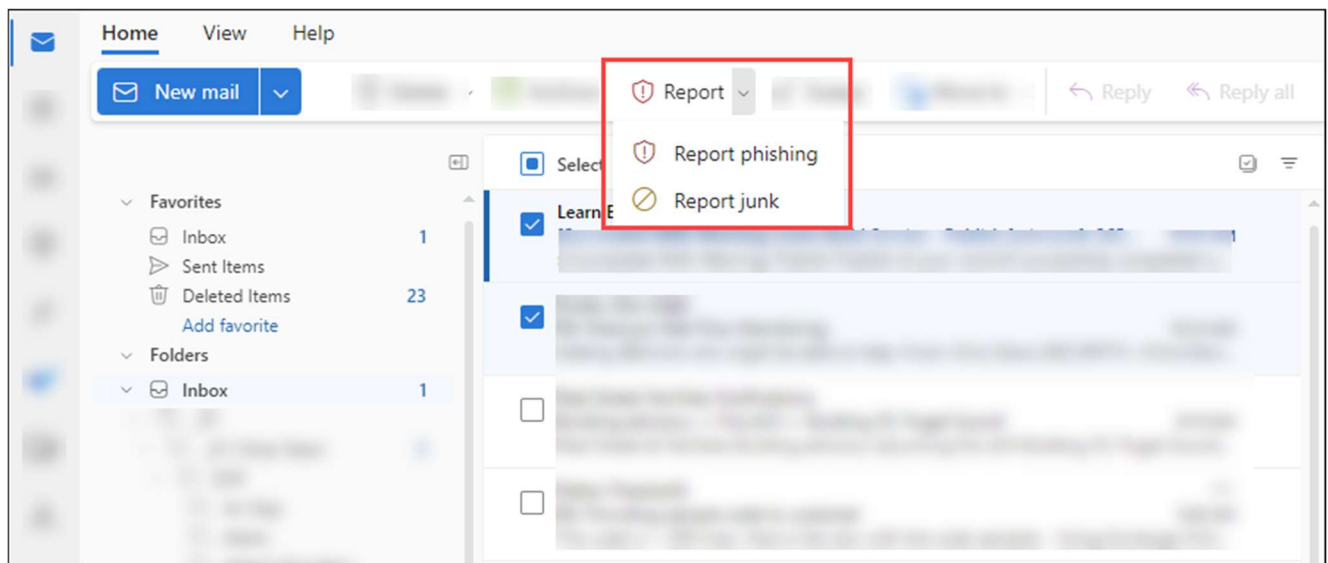


Reporting Phishing Emails

Users can report phishing and suspicious email in Outlook. Microsoft provides the following tools for users to report good and bad messages:

- Built-in reporting in Outlook on the web (formerly known as Outlook Web App or OWA).
- The Microsoft Report Message or Report Phishing add-ins.

In Outlook on the web, select one or more messages, select **Report**, and then select **Report Phishing** or **Report junk** in the dropdown list. See image below:



Use the Report Phishing add-in to report phishing messages in Outlook Client on your desktop:

1. In Outlook, do one of the following steps:
 - Select an email message from the list.
 - Open a message.
2. Do one of the following steps based on your **Ribbon Layout** configuration in Outlook:
 - **Classic Ribbon:** Select **Report Message – Protection**



- **Simplified Ribbon:** Select **Report Message**



- Then Select – **“Phishing”**