

Phish Alert for Suspicious Email Messages

Be a Cyber Security Super Hero

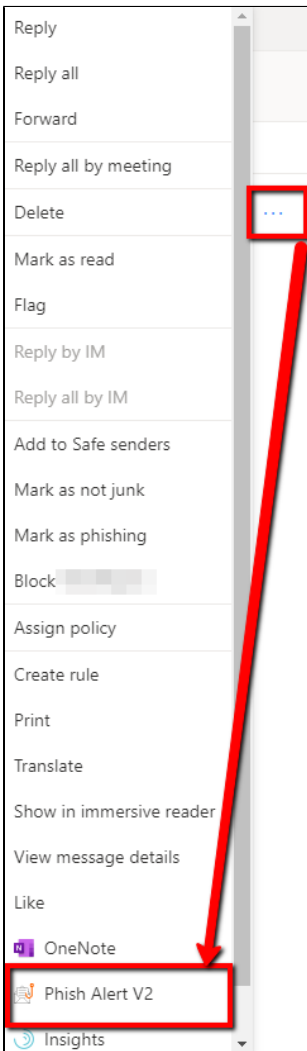
Reporting suspicious emails helps ITS alert other possible recipients and take measures to protect the campus from malicious attachments, links, and social engineering attacks (e.g, phishing emails).

How to Report and Remove Suspicious Email Messages

1. Use the Phish Alert function available in the Outlook Web App and Outlook Client (desktop and mobile).
2. With the message highlighted in the preview pane, or opened to view, click the Phish Alert icon.
3. A copy of the message will be forwarded to the Information Security team and the message will be deleted automatically from your email account.

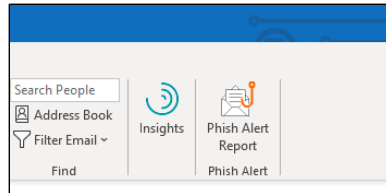
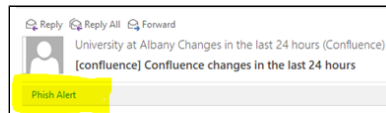
Outlook on the web (OWA)

1. In OWA, **open the email message** you wish to report as suspicious.
2. In the upper-right corner of the email message, click on the ellipsis (...) icon to show the menu options (see the image below)
3. Scroll down to the bottom of the list and select **Phish Alert v2**.



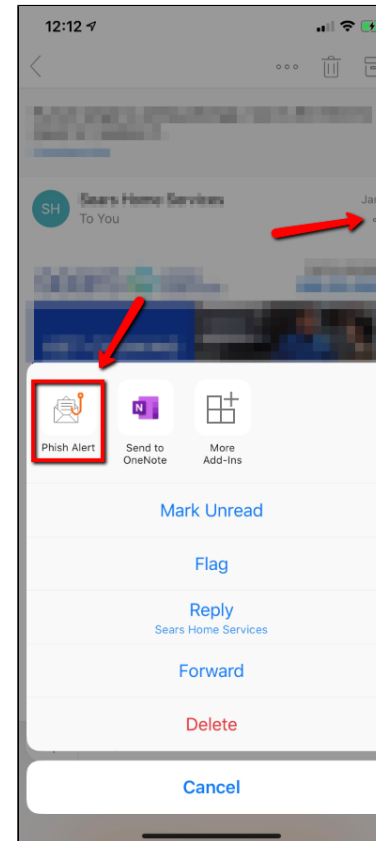
Outlook client (desktop app)

1. In the Outlook client, **open the email message** you wish to report as suspicious.
2. The Phish Alert feature can be found either in the top right corner of the Home ribbon, or just below the Subject line in the message (see the images below).
3. Click on **Phish Alert** to select the email you have highlighted or opened and displays a prompt asking you confirm that you want to report the message.
4. A "Thank You" pop-up will appear confirming that the message was forwarded



Outlook Client (mobile app)

1. In the Outlook app, **open the email message** you wish to report as suspicious.
2. Tap the ellipsis (...) icon at the top right of an email message (see the image below)
3. Tap Phish Alert to select the email you have opened and displays a prompt asking you confirm that you want to report the message
4. A "Thank You" pop-up will appear confirming that the message was forwarded



Need more help? Contact the [ITS Service Desk](#).