

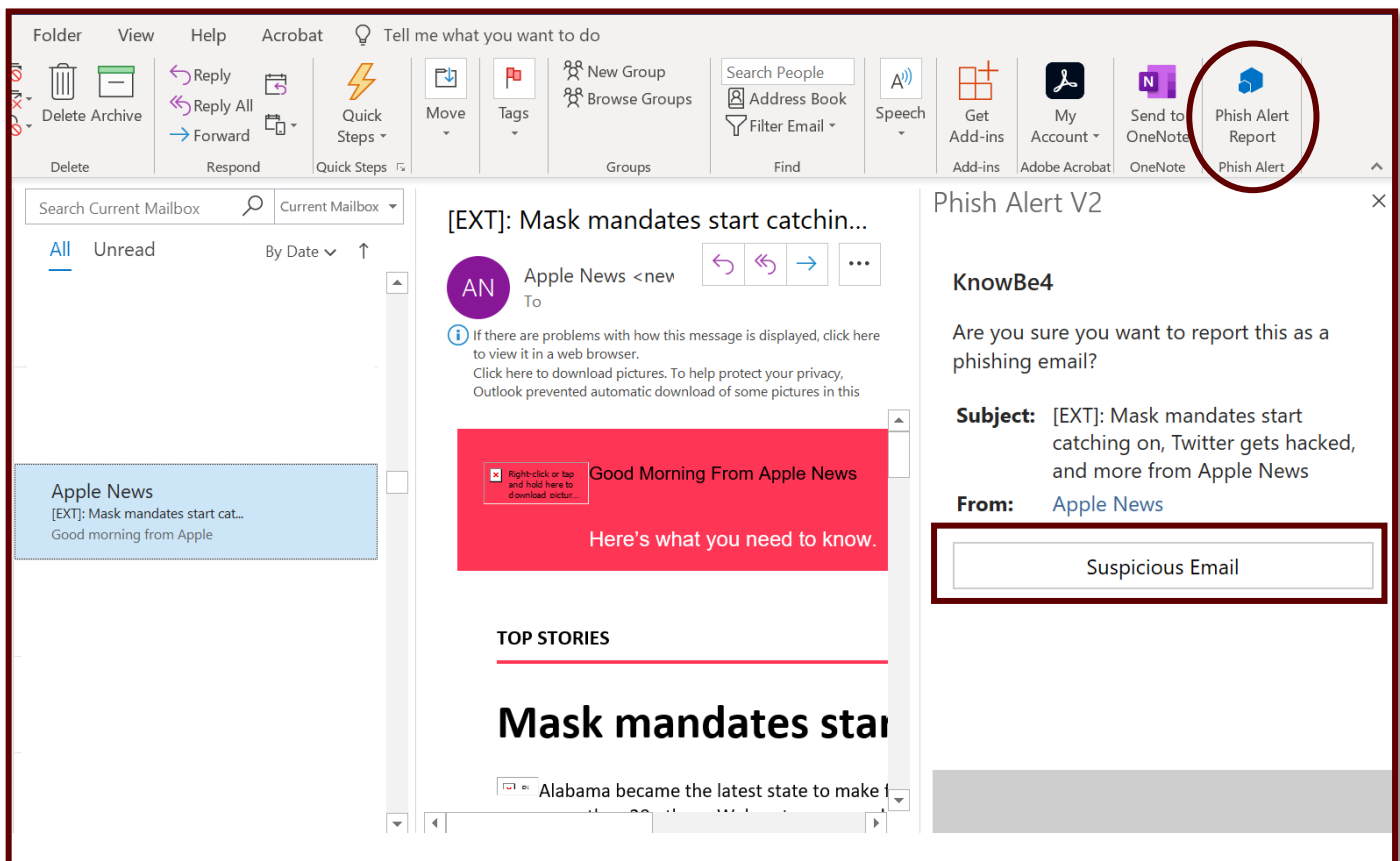


Report Phishing Button– Quick Reference Guide

Purpose: Identify and react to a phishing attempt in a way that protects yourself and your colleagues. Follow the steps below to report an email as Phishing and save these instructions for future occurrences. This will help 'train' the mail system to know that the following messages are phishing emails.

Windows Users

1. If you receive an email that appears to be suspicious, select the message , but do not open any attachments or click on any of the embedded links
2. Press the Phish Alert Report button in the Home tab
3. When the window pops-up on the right, select **Suspicious Email**
4. You will receive a confirmation, and the message will automatically be deleted from your mailbox





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Mac Users

1. If you receive an email that appears to be suspicious, open the message, but do not open any attachments or click on any of the embedded links.
2. Press the Phish Alert Report button in the Home tab
3. When the window pops-up on the right, select **Suspicious Email**
4. You will receive a confirmation, and the message will automatically be deleted from your mailbox

