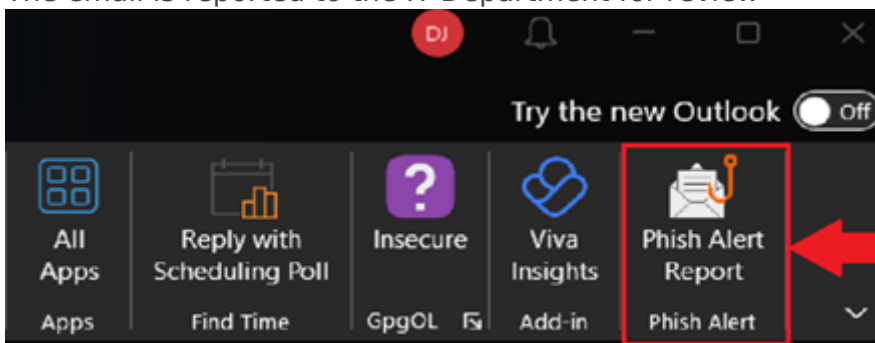


Outlook (Classic)



1. Navigate to **Inbox**
2. Select the email you wish to report, and ensure the email is highlighted
3. Under the **Home** tab, In the far-right corner, select **Phish Alert Report**
4. The email is reported to the IT Department for review



Revision #4

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