

# Report Phishing Emails

**I think I've received a Phishing email! What should I do!?"**

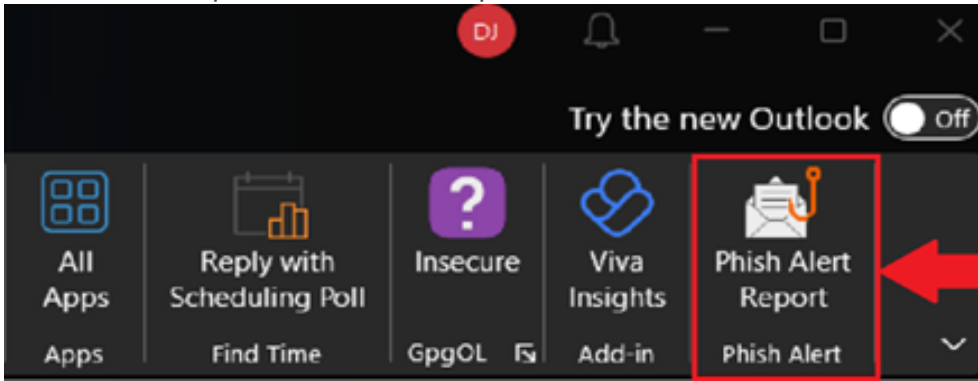
- Do not click on links or open attachments
  - Avoid interacting with any content in the email
- Verify the Sender
  - Contact the organization directly using official contact details that are not provided in the email.
- Report the Email
  - Use the Report Phishing button in Outlook to Report phishing emails to the IT Department.
- Delete the Email
  - Remove the phishing email from your inbox and trash folders after reporting it to IT.

## Report Phishing (Outlook Classic)

You must report a Phishing email using a PC or Mac

- Navigate to **Inbox**
- Select the email you wish to report, and ensure the email is highlighted.
- Under the **Home** tab, in the far-right corner, select **Phish Alert Report**

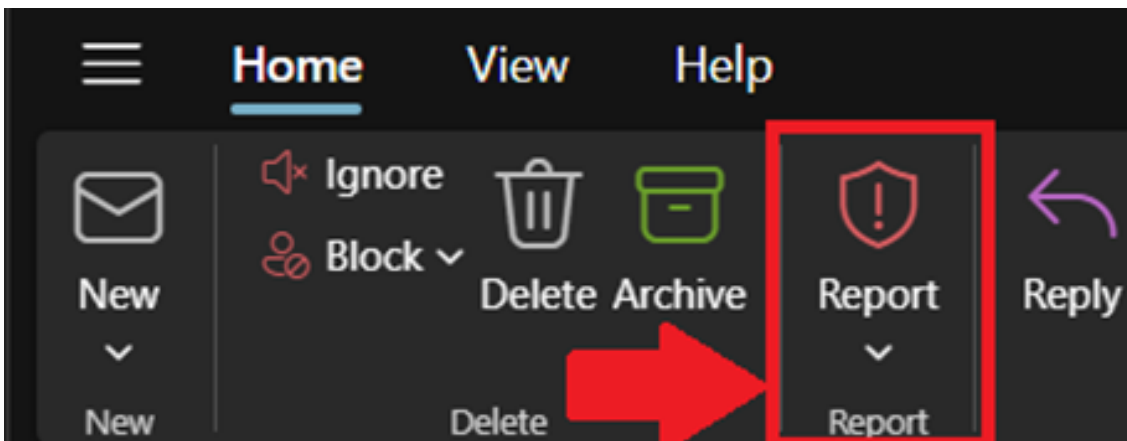
- The email is reported to the IT Department for review.



## Report Phishing (Outlook New)

These instructions also work for the Outlook Web Application (OWA)

- Navigate to **Inbox**
- Select the email you wish to report, and ensure the email is highlighted.
- Select the **Home** tab
- Use the **Report** button (Located next to **Reply**) to report the email.
- A popup will appear asking if you're sure you'd like to report the email. Select **Report**.
- The email is reported to the IT Department for review



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