

Handling Suspicious 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

Use the Report Phishing button in Outlook to report phishing emails to the IT Department
[Outlook \(New\)](#) Click this link to view instructions

Remove the phishing email from your inbox and trash folders after reporting it to IT

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