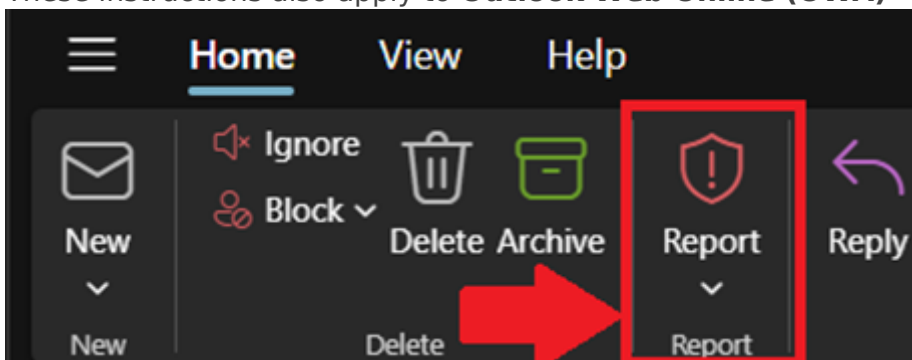


Outlook (New)



1. Navigate to **Inbox**
2. Select the email you wish to report, and ensure the email is highlighted
3. Select the **Home** tab
4. Use the **Report** button (located next to Reply) to report the email
5. A popup will appear asking if you're sure you'd like to report the email. Select **Report**
6. The email is reported to the IT Department for review
7. These instructions also apply to **Outlook Web Online (OWA)**



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