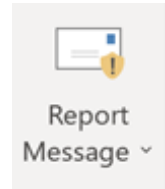


Reporting Suspicious Emails

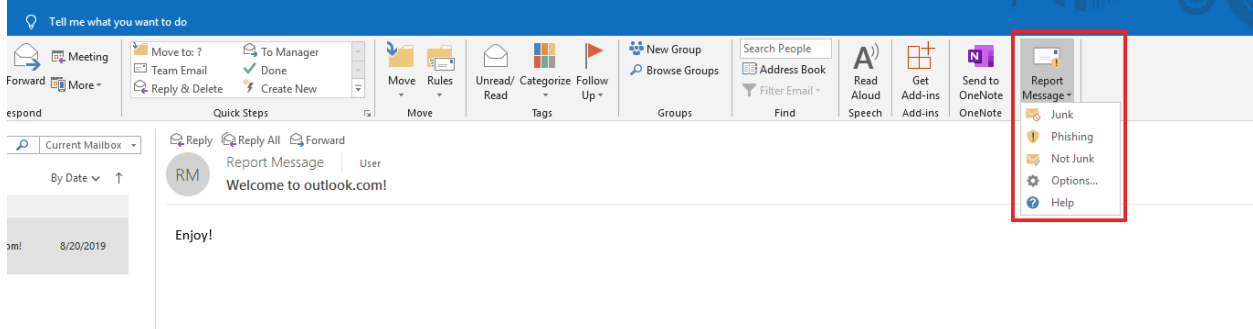
Have you received suspicious emails in your inbox? If so, you can easily report phishing attempts or spam with the use of Microsoft's **Report Message** tool within Outlook.

Use of this tool notifies both Microsoft and the College's Information Security Department so we can research and remediate any potential threats.



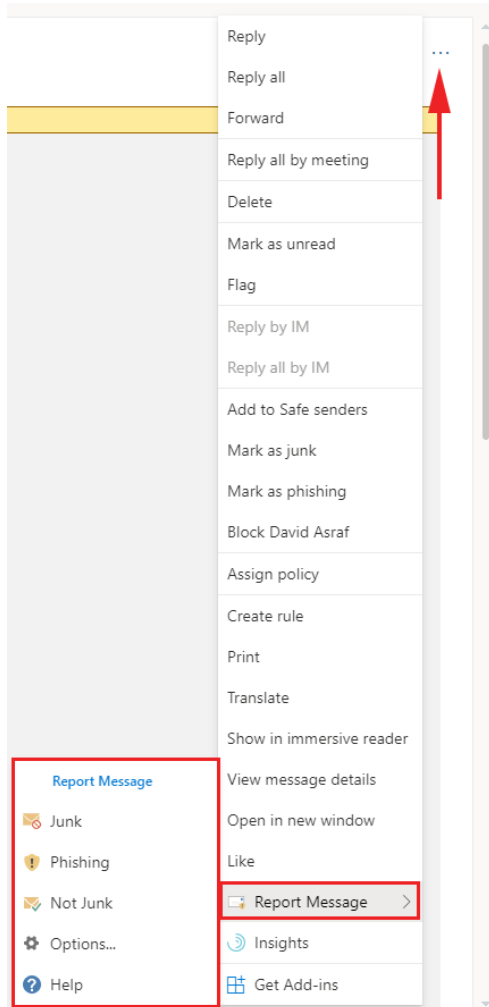
For those that read email via the Outlook desktop client

- Identify and select the **Report Message** tool located on the upper right-hand corner of the Outlook ribbon.
- Select to report as either:
 - **Phishing** (trying to acquire personal, or sensitive information) or
 - **Junk** (unsolicited email, trying to sell something).
- Finally, select **Report** to confirm your selection.



For those that read email via Outlook on the Web (or through the SSO blue tile)

- Within the suspicious email, **click the ellipses (...)** and select **Report Message**
- Select to report as either:
 - **Phishing** (trying to acquire personal, or sensitive information) or
 - **Junk** (unsolicited email, trying to sell something).
- Finally, select **Report** to confirm your selection.

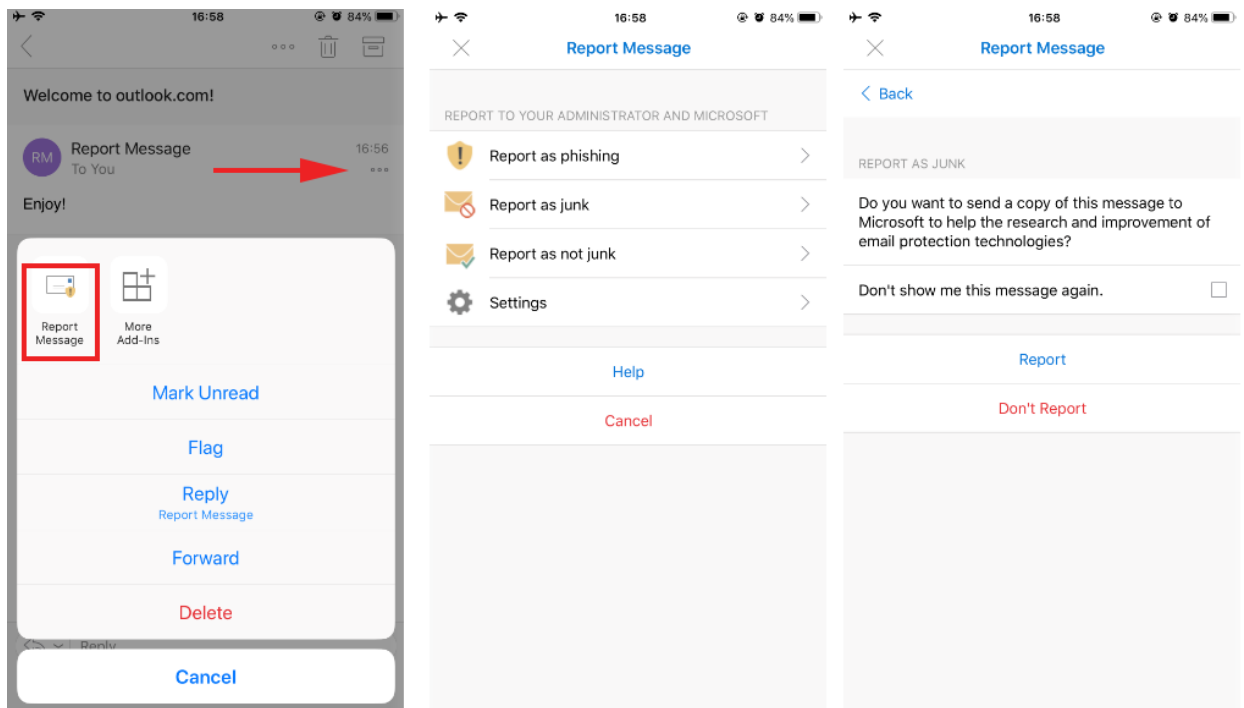


For those that read email via the Outlook App on your mobile device

This option is only available if you are using the Outlook App, not the native mail out on the device. The Outlook App is free from the Google Play Store and Apple App Store.

- Within the suspicious email, **click the ellipses (...)** and select **Report Message**
- Select to report as either:
 - **Phishing** (trying to acquire personal, or sensitive information) or
 - **Junk** (unsolicited email, trying to sell something).
- Finally, select **Report** to confirm your selection.

Please be aware that different mobile devices may have a slightly different view.



Note: If you cannot use Report Message, please forward phishing emails to Phishing@spcollege.edu



If you are worried you may have clicked on a link and/or entered any data, call the Information Systems Technical Support Desk immediately. 727-791-2795