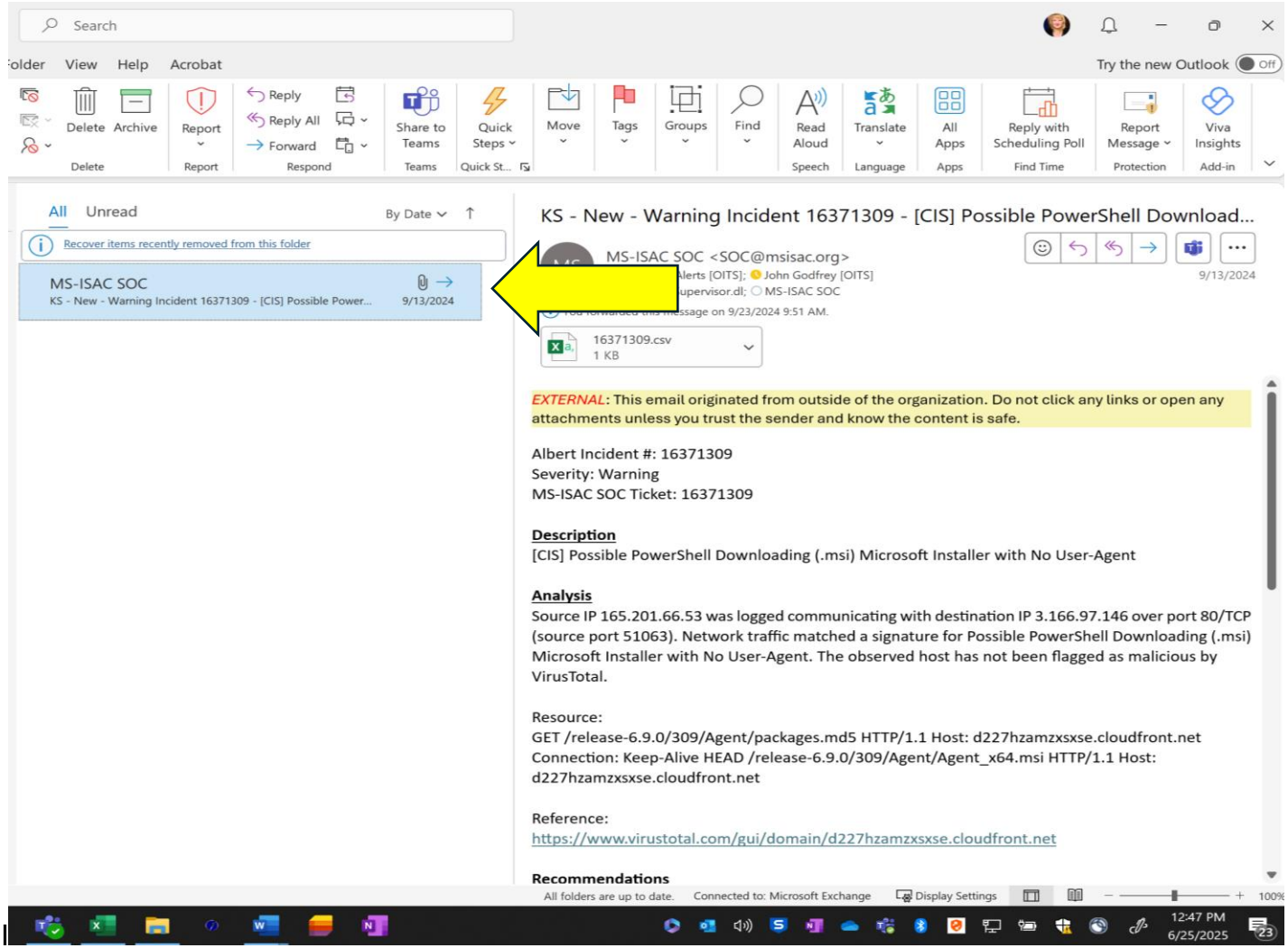
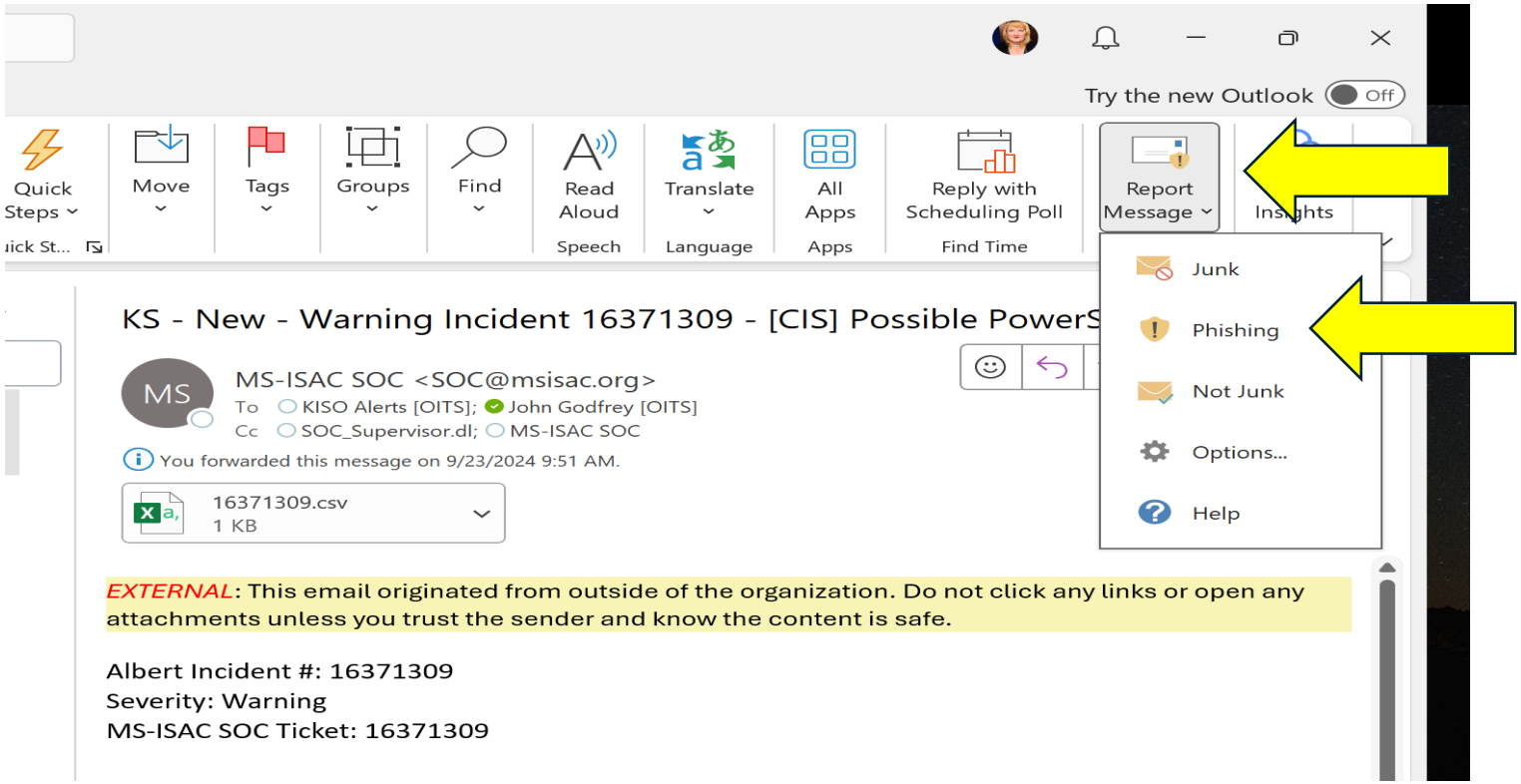
How to Report a Suspected Phishing Email

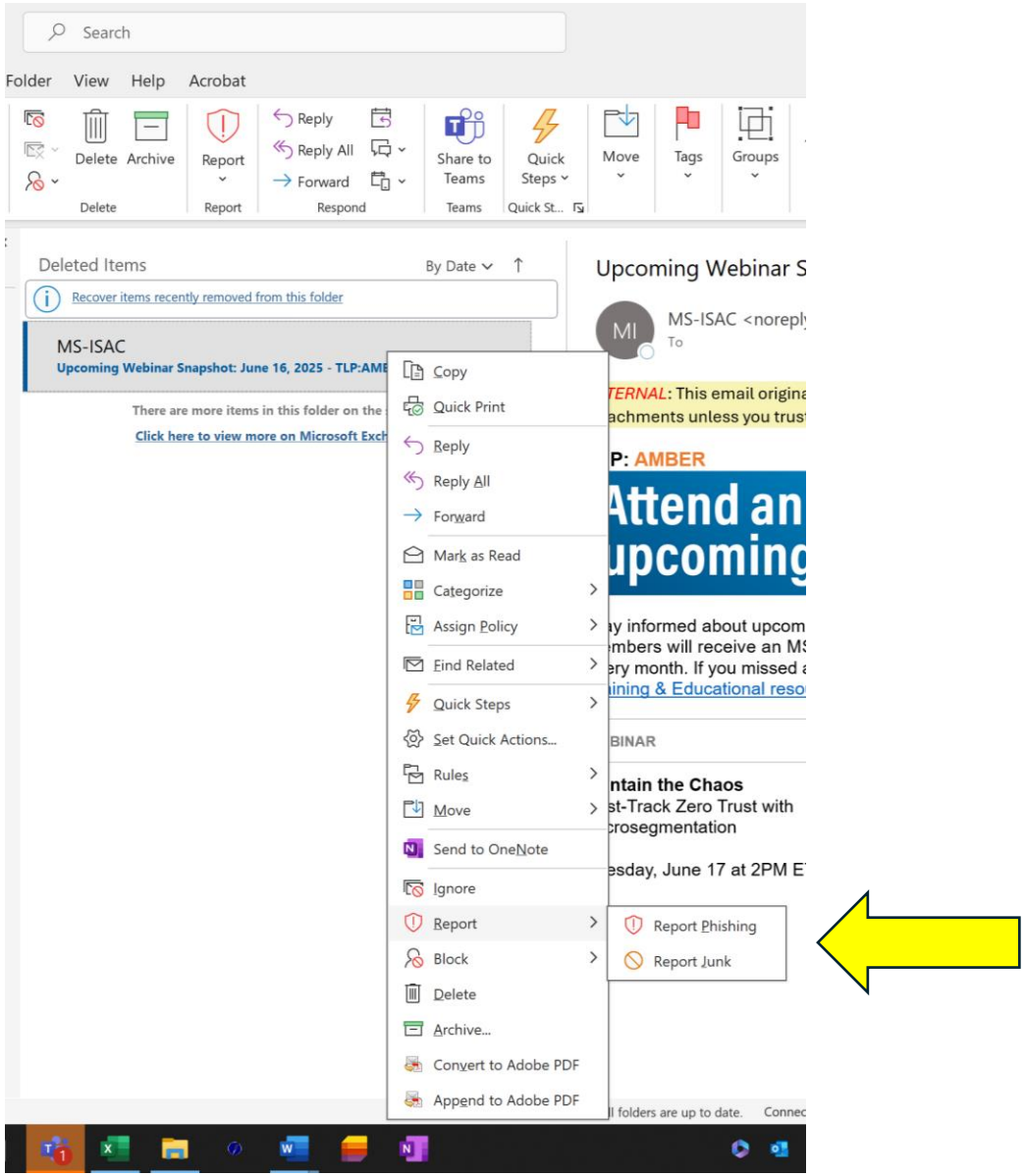


If you suspect an email is a phishing attempt: Highlight the email. (Above)

Left click on the report message button on the top ribbon and select phishing.



If you do not have the Report Message on the ribbon above, you can highlight the email and right-click and select Report Phishing off the list.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Folder
View
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Delete
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Report
Reply
Reply All
Forward
Share to Teams
Quick Steps
Move
Tags
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Deleted Items
By Date
Recover items recently removed from this folder
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Set Quick Actions...
Rules
Move
Send to OneNote
Ignore
Report
Block
Delete
Archive...
Convert to Adobe PDF
Append to Adobe PDF
Report Phishing
Report Junk
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Connec

Reporting in this fashion sends the email to both Microsoft and the KISO Security Operations Center (SOC) for review. It's worthwhile to report a suspected phishing email because Microsoft can update their filters if they find it to be a true phishing attempt, and that benefits all their customers.

One of the most important things to remember when confronted by an email is to **STOP AND THINK**.

The bad actors always build a sense of *urgency* into their phishing attempts, so don't help them.

Before reacting, **STOP AND THINK**.

Ask yourself: Does it make sense that I received this email? (Why would your bank email you on your work email address? Did Amazon or a shipping company even have your work email address?)

Does it make sense what the boss is asking me? (Do you normally handle money transfers with this process?)

Does this email look like what IT usually sends me? (Does your IT usually send reminders that look like that? Does this look like a normal Teams message? Why should I click on the link in this Teams email when I can just go to my Teams and see the message?)

The bad actors are very good at what they do as it is a business to them. They have all kinds of automated tools and AI bots to help them try to scam you, so **STOP AND THINK**, report anything you find suspicious using the Report buttons in Outlook.