"DJ, how do I report an email as phishing?"

There is a handy-dandy Phish Alert Button (PAB) located directly in your email—whether you're using the Outlook app, or you're using the Web app.

If you're using Outlook

The PAB is located on the Home tab, to the far right-hand side of the ribbon. (See right.)

Simply click on this button to report an email as a phishing attempt and it will be sent over to us at IT.

You will get a confirmation message.
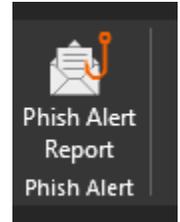
EXCHANGE

KnowBe4

Only report phishing emails, not SPAM. Does it have something for you to do? Is there a link or attachment? Is this a fake emergency?

Subject:

[Phish Alert] [External] Test

Show Sender's Details ⌄

Email Classification:

○ Phish/Suspicious
This email is a threat.

○ Spam
This email is spam.

◉ **Unknown**
I'm unsure of this email's disposition.

Add a comment...

0 / 360

Phish Alert

If you're using the web app

The PAB is located directly on the email, to the left of the Reply All button. Look in the upper right-hand corner of your email and you should see it.

From here, you should see the exact same screen and go through the same process as if you had used Outlook.

If you do not see a Phish Alert button on either application, contact me ASAP or call the Help Desk.