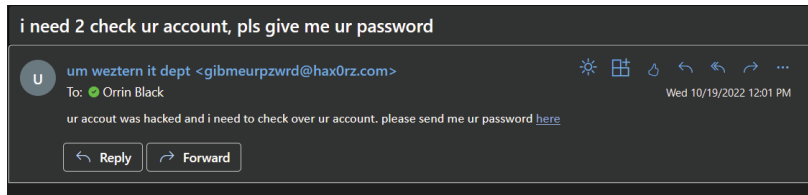


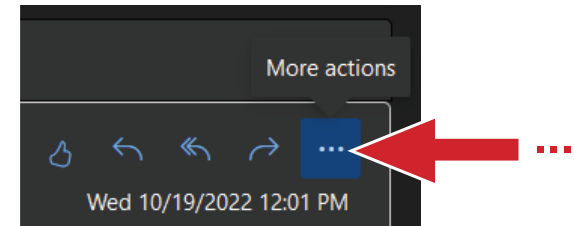
What to Do If You Suspect a Phishing Email

1 Oh no, you get a suspicious looking message!

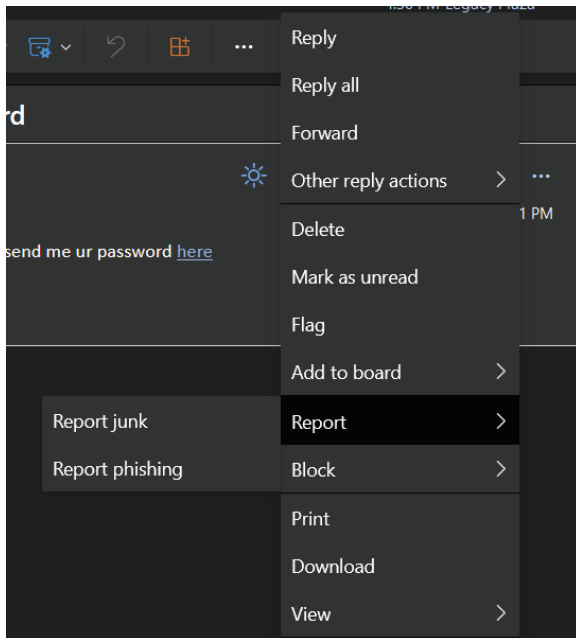


2

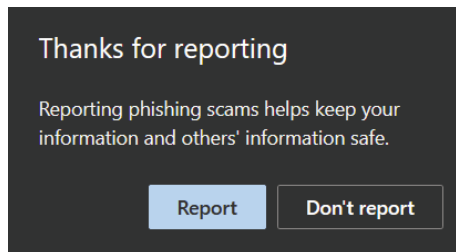
Click on the **More actions** button (the three dots in the top-right of the message)



3 In the menu that appears, hover over Report and then click **Report phishing**.



4 Click on **Report**.



5

If you are unable to use this feature, please send the message as an attachment to **ITS@umwestern.edu**. You can do this by opening a new email message, then dragging and dropping the phishing message into the new message window.

This works in both the web version and the desktop version of Outlook.



On the Mac version of Outlook, highlight the message, then on the home ribbon, click on attachment or highlight the message, then press Control + Command + J.