## How to Use Report Phishing Icon

Phishing Report Icon is located at the task bar if reading pane is turned on.

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New New Email Items *	ि Ignore is Clean Up + is Junk +	Reply Reply Forward More *	WindowForensics       ♀       To Manager         □       Team Email       ✓       Done         ♀       Reply & Delete       ♀       Create New	4	Move Rules OneNote	Assign Unread/ Categorize Follow Policy * Read * Up*	Search People  Address Book  Filter Email *	Store	Send to OneNote	Report Vi Phishing tsig	ya ghts
New	Delete	Respond	Quick Steps	5	Move	Tags	Find	Add-ins	OneNote	Protection	
e 11											

If not, it will be in the taskbar of the email itself.

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©] ~ ∂{	Delete Archive	← Reply 🔄 ≪ Reply All 🛱 ~ → Forward 🛱 ~	Share to Teams	GeneralStuff → To Manager ☑ Team Email	< > >	Move Nove	Tags	C Editing	A)) <sub>Read</sub> Aloud	Translate	Q Zoom	Report Phishing	Viva Insights	
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If you suspect an email is phishing, highlight the email

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New New Email Items *	Grignore ≧ Clean Up - ♣ Junk -	Reply Reply Forward More +	WindowForensics C To Manager Team Email V Done Reply <b>High Light the email</b>	Move Rules OneNote	Assign Unread/ Categorize Follow Policy * Read * Up *	Search People	Send to Report Viva OneNote Phishing Insights	
New	Delete	Respond	you want to report	5 Move	Tags	Find Add-ins	OneNote Protection	
<ul> <li>Favorites</li> </ul>	٢	All Unread	as phishing	Search Cur	rrent Mailbox (Ctrl+E)	Current Mailbox	Reply Reply All C Forward	
Inbox 397		!(쇼) [D] @ [FROM	SUBJECT		RECE	EIVED V S.C	AWS Marketplace <no-reply@marketplace.aws></no-reply@marketplace.aws>	_CIS-Software Th
Sent Items		AWS Marketplace	Product Upd	Product Update: Addition of new instance types t	o VM-Series Virtual Next-Gener			
Deleted Items		Lowary, Kim	New staff lo	inge Refrigerator	Thu	4/18/2024 5:04 PM 3.	f If there are problems with how this message is displayed, click here to vie	w it in a web browser.

After you highlight the email, just click the report phishing icon. This will send the report to CIS, which will investigate the sender. If the sender is found to be a phisher, CIS will take steps to prevent them from sending further phishing emails.

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Send / Receive	Folder View 🛛 Tell me wha				
Ignore Clean Up * Delete Junk * Delete	Reply Reply Forward I More - All Respond	WindowForensics & To Manager Team Email Done Reply Migh Light the remail Vou Watth? to report 5	Assign Unread/ Categorize Follow Policy - Read - Up - Tags	Search People	Report Philing Insights Potection
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	! [쇼] (한   FROM AWS Marketplace	SUBJECT Product Update: Addition of new	RECE	EIVED ▼  S. C ℃ 4/18/2024 6:18 PM 8.	AWS Marketplace <no-reply@marketplace.aws></no-reply@marketplace.aws>
	Lowary. Kim	etplace, Thank you for subscribing to VM-Series Virtual Next-Generatio New staff Iounge Refrigerator	in Firewall (BYOL). We're writing to inform you th Thu	4/18/2024 5:04 PM 3.	If there are problems with how this message is displayed, click here to view it in a web browser.

Suspect email will move to the Junk Mail folder, and you don't need to take any further action.

