How do I use the Report icon in Outlook Web 365

Report Icon is located at the task bar under.

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9	➢ Sent Items	Ping Test CCSD.225 11:30 AM V Inis message was sent with H ComputerName : google.com RemoteAddress : 142.250.68.14 NameRes	
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If you suspect an email is phishing, highlight the email

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×	Deleted Items	Deleted Items Product Update: Upgrade to VM-Series V Greetings from AWS Marketplace. Thank y	Product Update: Upgrade to VM-Series Virtual Next-Generati Thu 4/18 Greetings from AWS Marketplace. Thank you for subscribing t Inbox	Some content in this message has been blocked because the ser Show blocked content

After you highlight the email, just click the report phishing icon under Report. 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.



After you finish reporting a phishing attempt, you'll get a pop-up alert saying "Thanks for reporting." This alert confirms that your report was submitted successfully.



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

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~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	Inbox 393	Contract Recover items deleted from this folder (866 items)	Some contant in this message has been blocked because the sender isn't in your Safe senders list. I trust			
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88	~ Folders		Greetings from AWS Marketplace,			

## For Junk email

If you suspect an email is Junk, highlight the email and select Report and then Report Junk



You will see this pop up

## Report junk Junk mail is unwanted, unsolicited mail that is often sent out in bulk. Don't show me this message again OK Cancel Click Ok Click Ok Chanks for reporting Reporting junk helps improve junk detection for you and others in the future.

**Click OK** 

The email will be moved to the Junk folder.

If you no longer want the email to be marked as Junk, find the email in the Junk folder and select report. And click Not Junk.



You will see a confirmation and click OK.



The email will now be in your inbox.