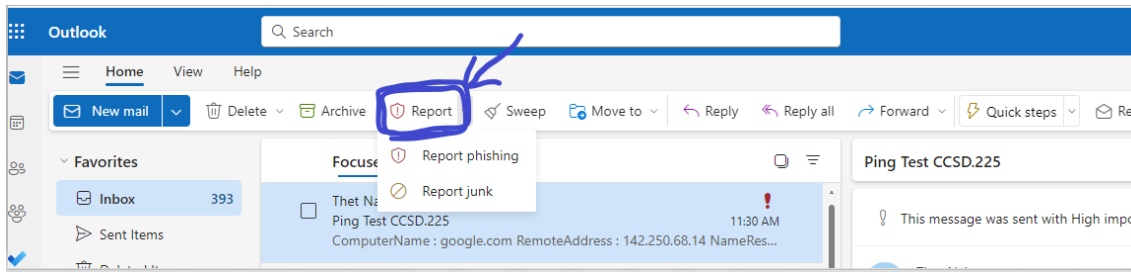
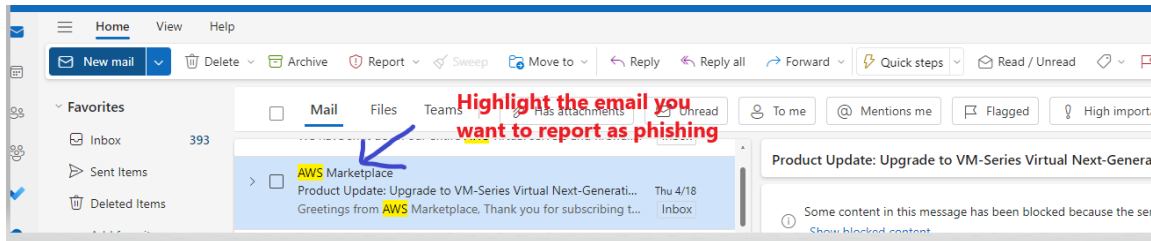


How do I use the Report icon in Outlook Web 365

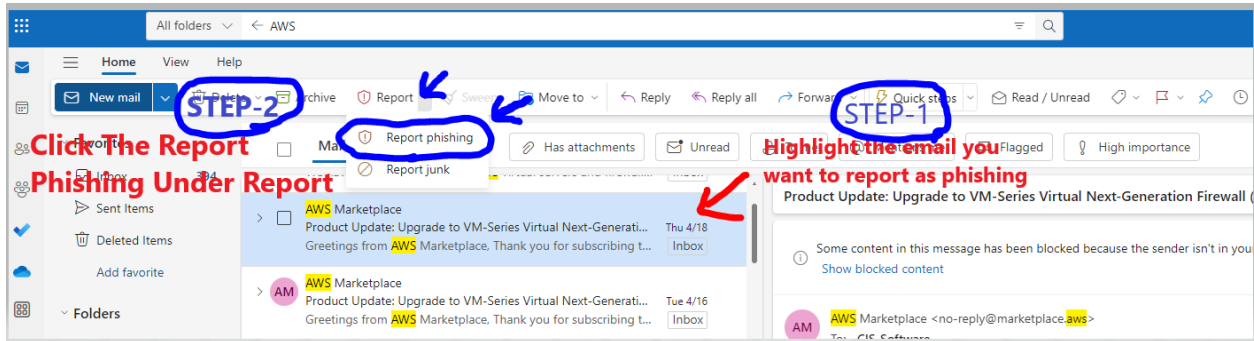
Report Icon is located at the task bar under.



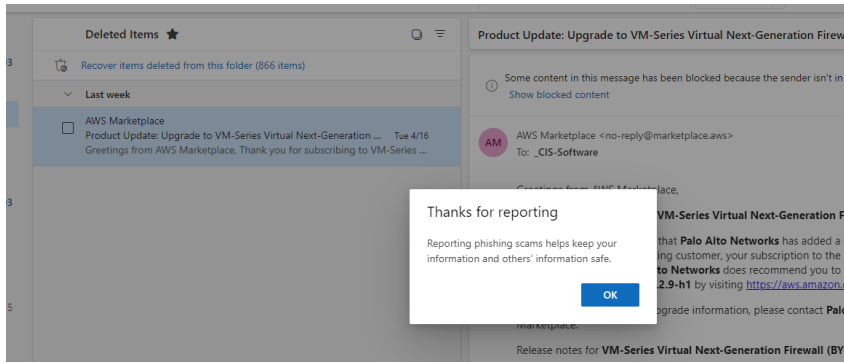
If you suspect an email is phishing, highlight the email



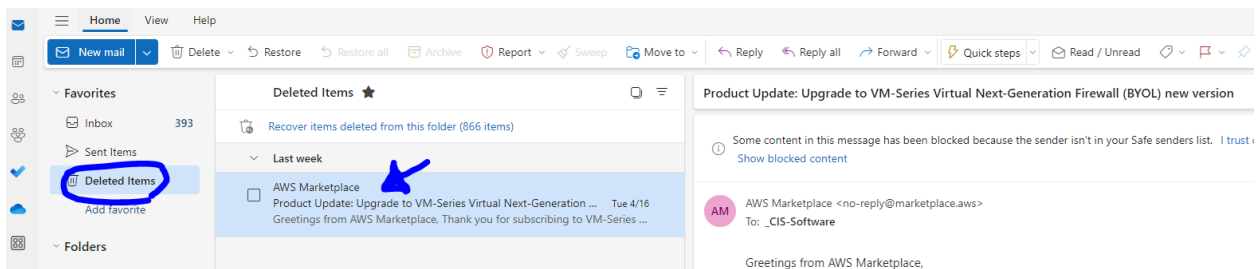
After you highlight the email, just click the report phishing icon under Report. This will send the report to CIS, which will investigate the sender. If the sender is found to be a phisher, CIS will take steps to prevent them from sending further phishing emails.



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.

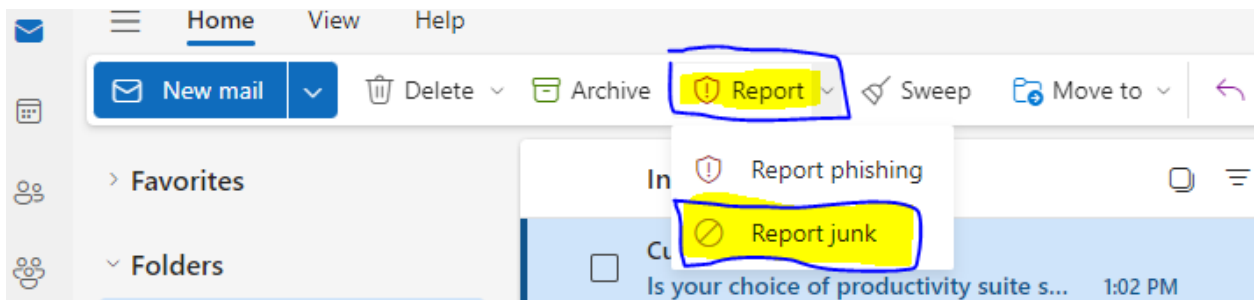


Suspect email will move to the Delete Mail folder, and you don't need to take any further action.

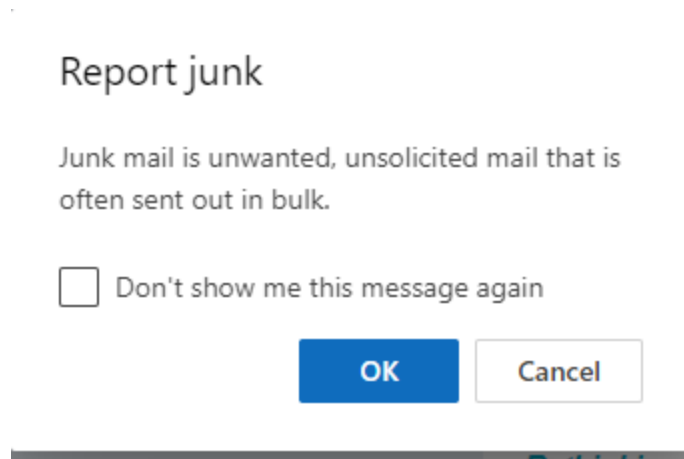


For Junk email

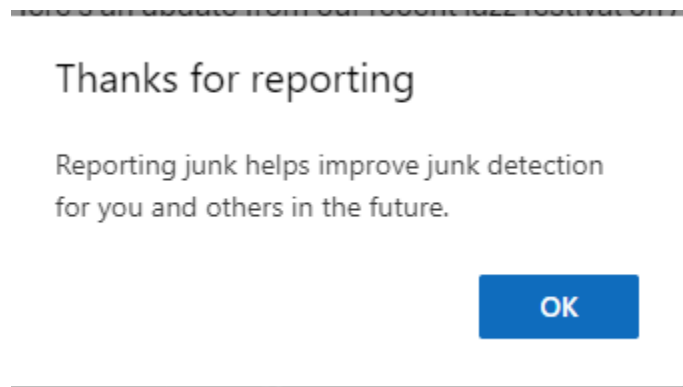
If you suspect an email is Junk, highlight the email and select Report and then Report Junk



You will see this pop up



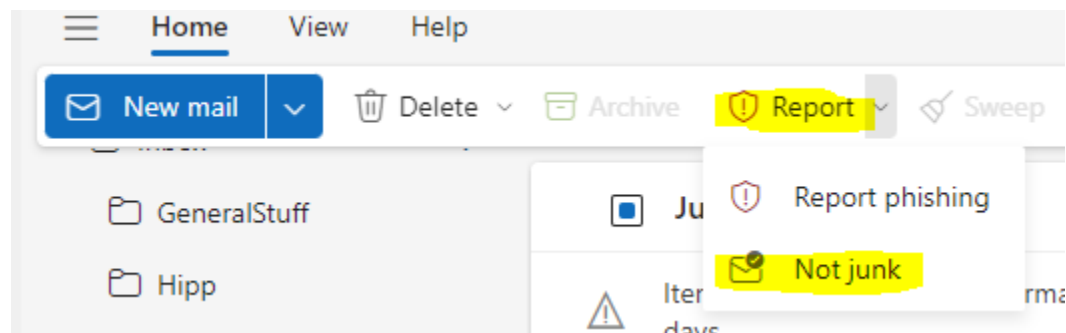
Click OK



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.

Remove from Junk

info@cumulusglobal.com will be added to Safe Senders. Future messages from this sender will never be sent to Junk. You can modify your Safe Senders at any time in settings.

Don't show me this message again

OK

Cancel

The email will now be in your inbox.