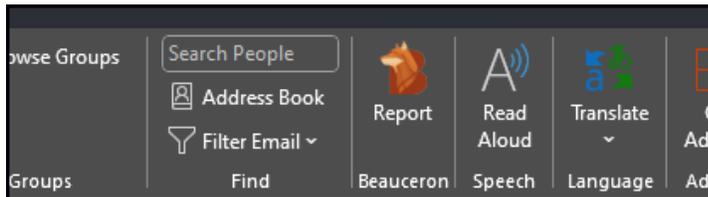


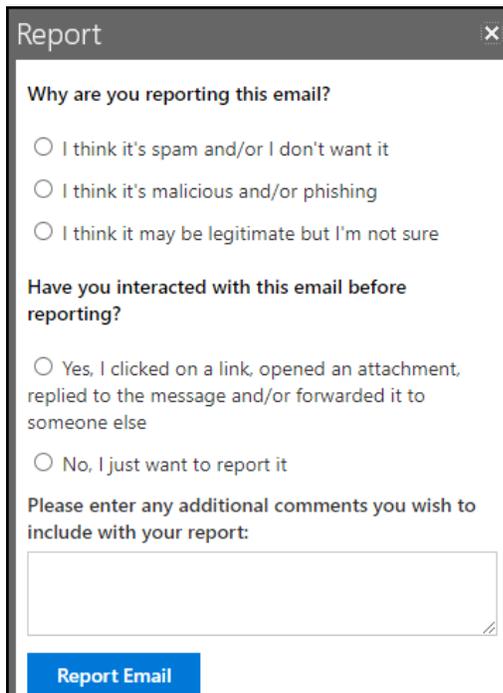
Reporting Suspicious Email Messages (Beauceron)

Outlook Desktop

1. Select the suspicious email and click the **Report** button in the top Ribbon menu.



2. A **Report** pane will open within Outlook. Select the most appropriate option for why you are reporting the email, and whether you interacted or just want to report. You can optionally add comments. Click **Report Email**.

A screenshot of the Outlook 'Report' pane. The pane is titled 'Report' and contains the following content:

Why are you reporting this email?

- I think it's spam and/or I don't want it
- I think it's malicious and/or phishing
- I think it may be legitimate but I'm not sure

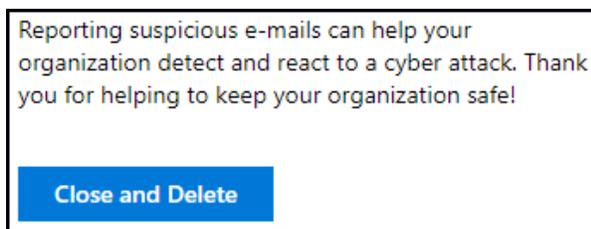
Have you interacted with this email before reporting?

- Yes, I clicked on a link, opened an attachment, replied to the message and/or forwarded it to someone else
- No, I just want to report it

Please enter any additional comments you wish to include with your report:

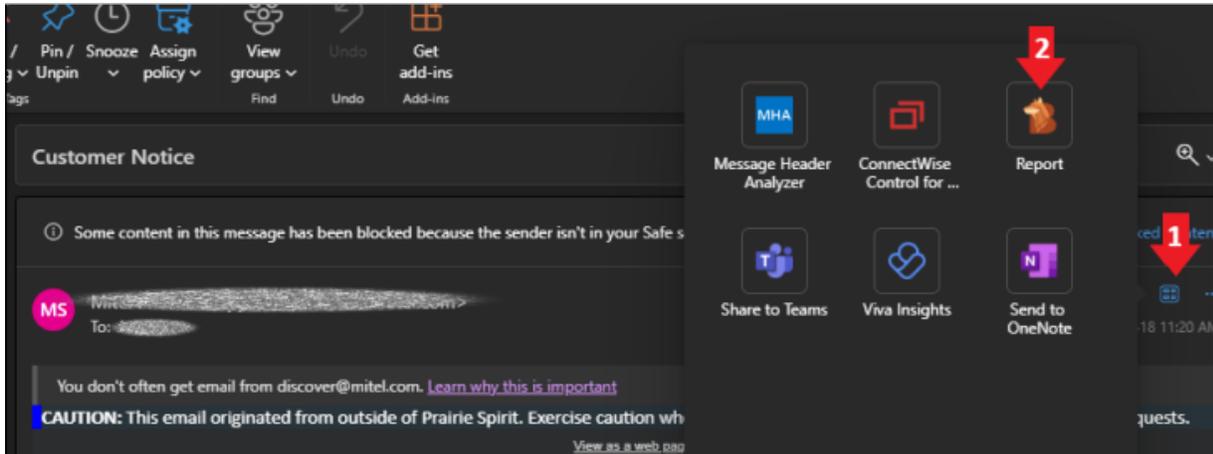
Report Email

3. Click **Close and Delete**.

A screenshot of the Outlook 'Close and Delete' button. The button is blue and contains the text 'Close and Delete'. Above the button, there is a message: 'Reporting suspicious e-mails can help your organization detect and react to a cyber attack. Thank you for helping to keep your organization safe!'

Outlook Web

1. Select the suspicious email and click the Add-ins button from within the email actions.
2. Click the Report button.



3. A **Report** pane will open within Outlook. Select the most appropriate option for why you are reporting the email, and whether you interacted or just want to report. You can optionally add comments. Click **Report Email**.

Report

Why are you reporting this email?

I think it's spam and/or I don't want it

I think it's malicious and/or phishing

I think it may be legitimate but I'm not sure

Have you interacted with this email before reporting?

Yes, I clicked on a link, opened an attachment, replied to the message and/or forwarded it to someone else

No, I just want to report it

Please enter any additional comments you wish to include with your report:

Report Email

4. Click **Close and Delete**.

Reporting suspicious e-mails can help your organization detect and react to a cyber attack. Thank you for helping to keep your organization safe!

Close and Delete