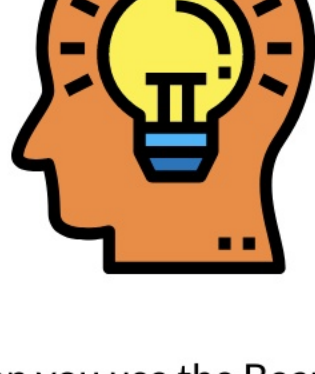
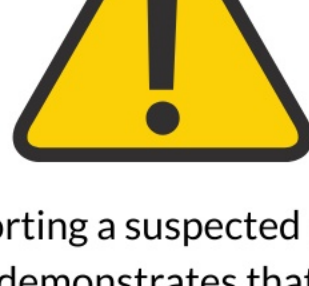


# HOW TO REPORT A PHISH IN MICROSOFT OUTLOOK

AND WHY YOU SHOULD DO IT

## Why Report a Phishing Email?

Reporting a suspected phishing email can alert your IT team about a potential threat to your organization.



Reporting a suspected phishing email demonstrates that you are informed, alert, and understand what to do next. If it is a phishing simulation, you will earn a Beauceron score reward for reporting it.

When you use the Beauceron 'Report a Phish' tool, you're showing your organization that you know what phishing is, that you know how to properly report it, and you care about protecting your organization



## What If I'm Unsure?

It's important to recognize the difference between unwanted or unsolicited email (spam), and a phishing attempt. When you report spam, it may not be clear to your organization that you know what a phishing attack is.



### Spam

This is unsolicited content, typically commercial in nature, looking to get you to buy something. Does not normally pose a cyberthreat.



### Phish

A phishing email will often use emotional tactics like fear, excitement or curiosity to trick you into revealing confidential information.

### Should I Just Delete it?

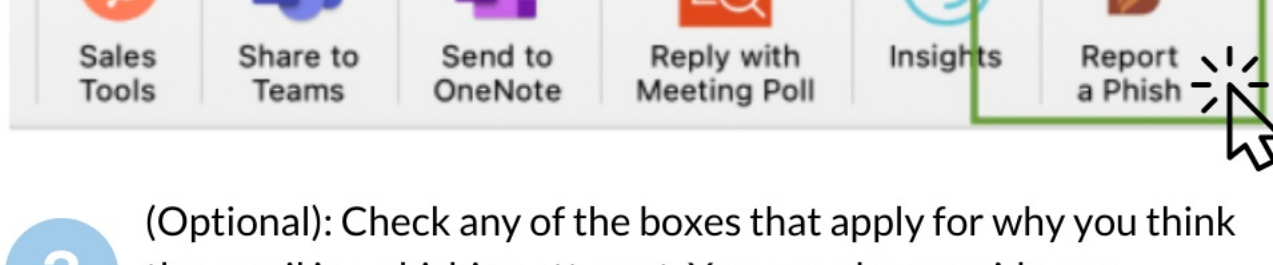
There is no way for your IT or security team to know that a potential threat made if it's not reported. True success for the organization and for you comes when you report it, not just delete it.

## How to Report a Phish



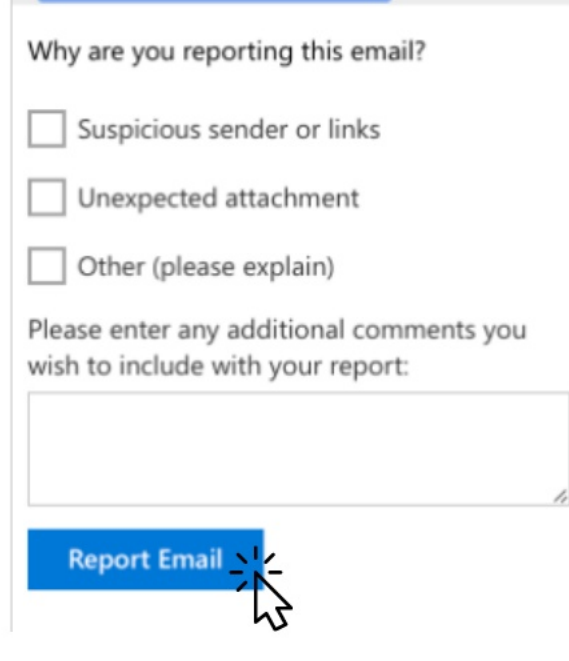
**1** To report a suspected phishing email using Outlook for desktop, first go to the email you want to report and open it in its own window.

**2** Click the 'Report a Phish' Button. You must open the email in its own window for the button to work.

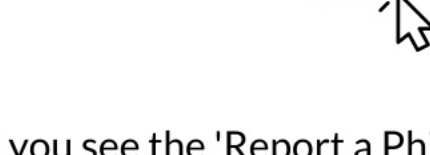


**3** (Optional): Check any of the boxes that apply for why you think the email is a phishing attempt. You can also provide any additional comments.

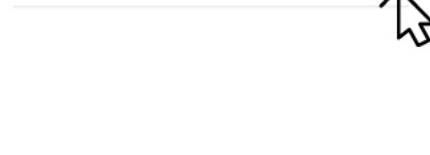
**4** Click the 'Report Email' button below.



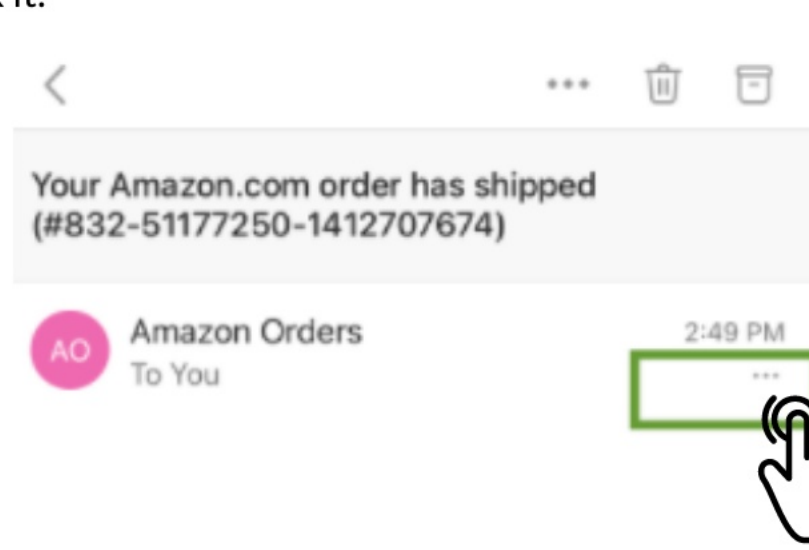
**1** Click on the email you want to report. On the far right, you'll see three small dots or an ellipsis icon. Click on it.



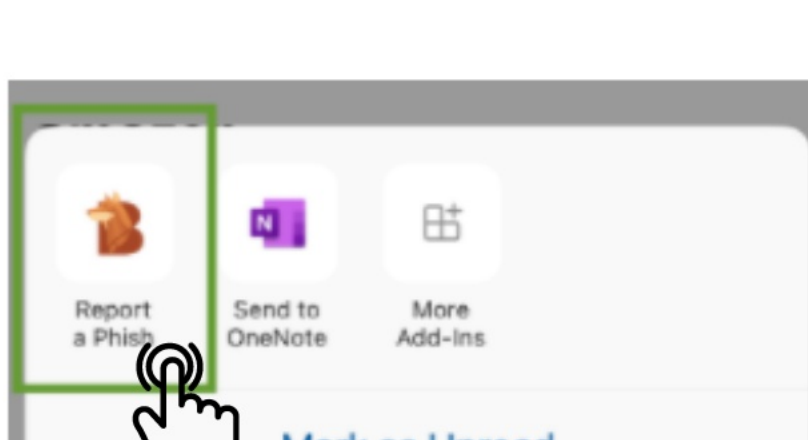
**2** Scroll down until you see the 'Report a Phish' or 'Beauceron PhishForward' icon. Click on the icon. It will open the side panel and you will repeat Steps Three to Five of the desktop version.



**1** Click on the email you want to report. On the far right, you'll see three small dots or an ellipsis icon. Click it.



**2** Click the 'Report a Phish Button'. A new panel will appear. Steps Three to Six are the same as the desktop version.



## Small Steps to Save Others

An aware and vigilant workforce is your organization's best line of defence when it comes to sophisticated cyber attacks.  
*One small step can make a world of difference.*



To Learn more about building cybersecurity resilience through positive cultural change, please visit:

[beauceronsecurity.com](http://beauceronsecurity.com)

