How to Report Phishing

Outlook Desktop

From the Home tab whilst on mail, the Report Phishing icon can be found on the far right. It may change appearance depending on your setup. There may be a Report Phishing button or you may need to select the ellipsis. Use the following screenshots as examples:

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Outlook Web App (OWA)

When using OWA, select the Report button as follows:



Options will then drop down where you can select either Junk or Phishing:



Android

On an android device, select the three dots on the right:



Select the Report Junk button:



A drop-down menu will display further options where you can mark the email as either Junk or Phishing.



Mac OS

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Image: Save Search
Image: Delete
Image: Archive
Image: Move
Image: Flag
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On selecting the ellipsis, a dropdown menu will appear. Select Report Phishing:

From the mail menu you will see an ellipsis next to the Report button:



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A dialog box will appear, click Report:

		Office Add-ins - ipagave.azurewebsites.net			
Report as phishing					
Phishing messages are designed to obtain your personal information by impersonating popular brands or including malicious links in the body of a message.					
Do you want to send a copy of this message to Microsoft to help the research and improvement of email protection technologies?					
□Don't show me this message again.					
Report	Cancel				

iOS

If you want to report an email from the Outlook App on an Apple device, first click ellipsis at the top right of the screen, as shown below:



Then from the menu, select Report Phishing:

	N	œ		
Report Phishing	Send to OneNote	More Add-Ins		
Mark as Unread				
Flag				
Reply You				
	F	Reply All Sam Lepine		
Forward				
Delete				
Kepiy to All				
Cancel				
Email Search			Calendar	

Once you've selected Report Phishing, confirm that you want to report the email. Tap the Report button to confirm the submission:



Once reported, you may need to click the OK button to dismiss a confirmation message:

