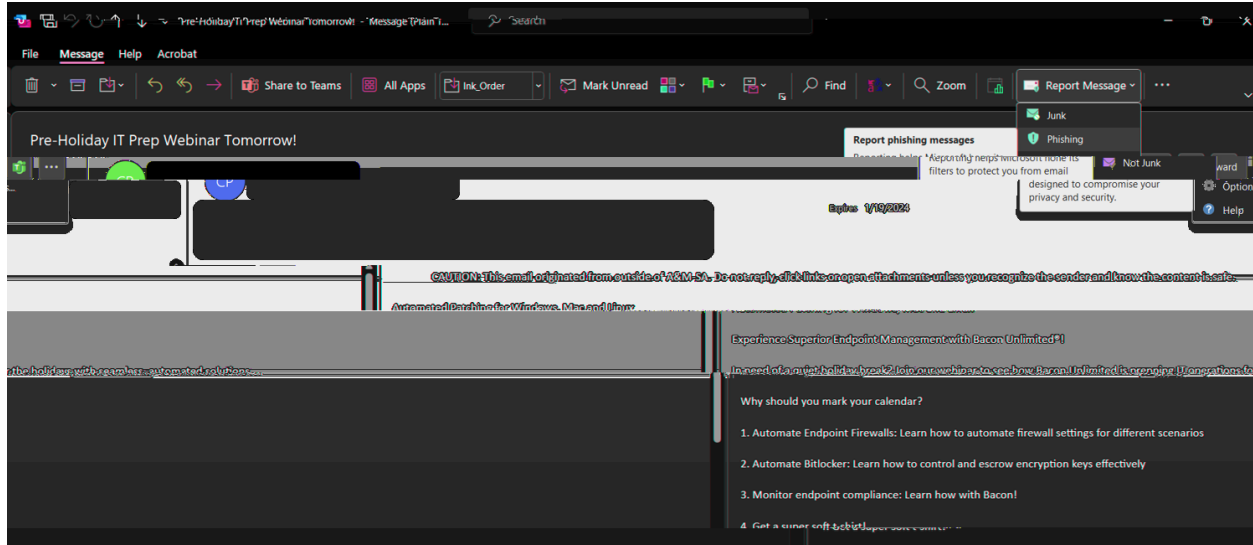


# How to report a phishing attempt:

Below are 2 different methods that can be used to report a phishing email.

Are you using the Old Outlook app on your computer? Follow the instructions below:

1. Double click on the email that you would like to report to open it.
2. Once open, on the top right-hand corner click on "Report Message" and choose "Phishing"



Are you using Webmail or the New Outlook app on your computer?

You can try to follow the above instructions, but if the options look different then please follow the instructions below:

1. Right click the email that you would like to report. Click "Report" and then choose "Report Phishing"

