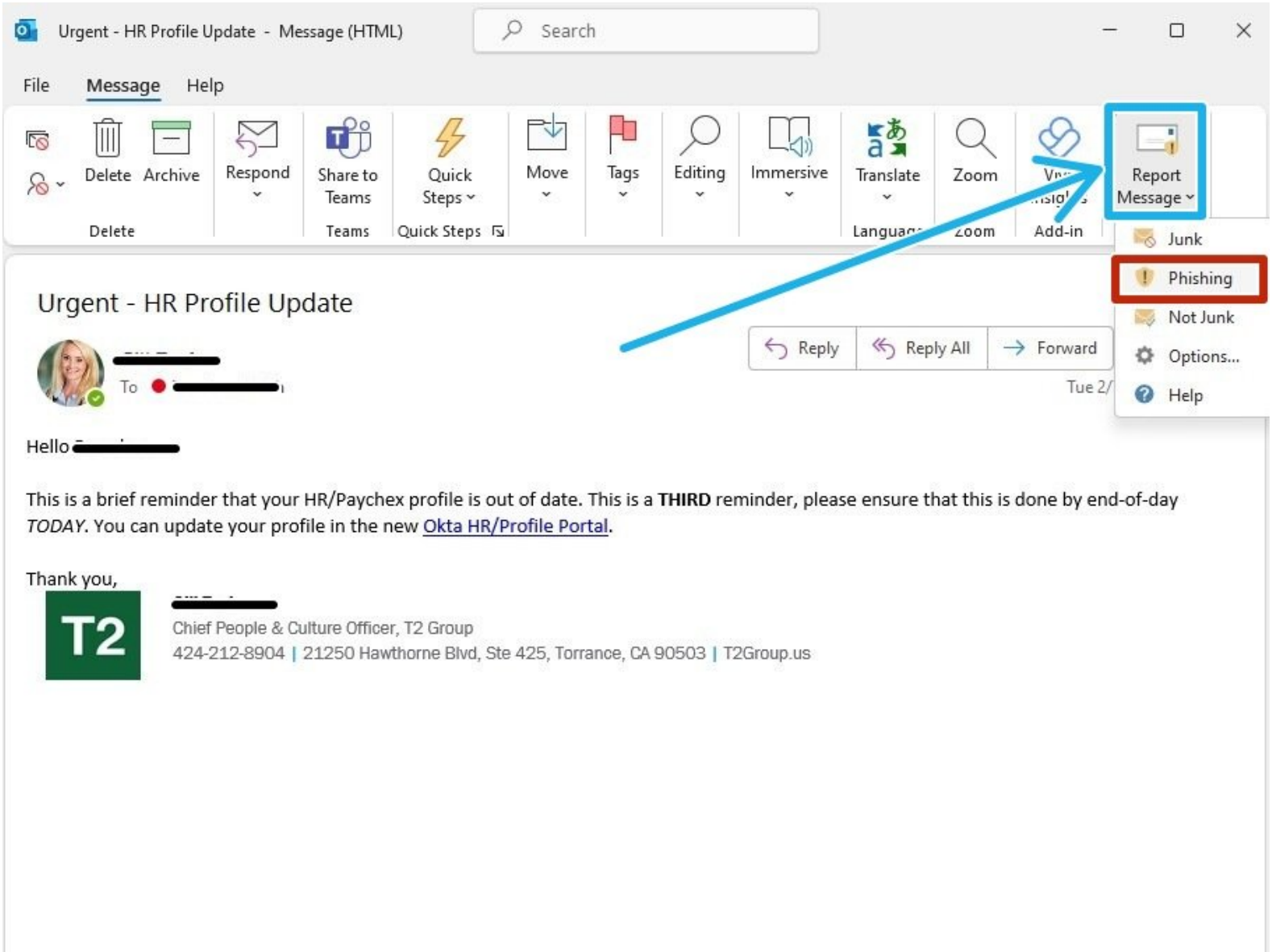
Reporting a Phishing Email

Written By: Brendon Welch

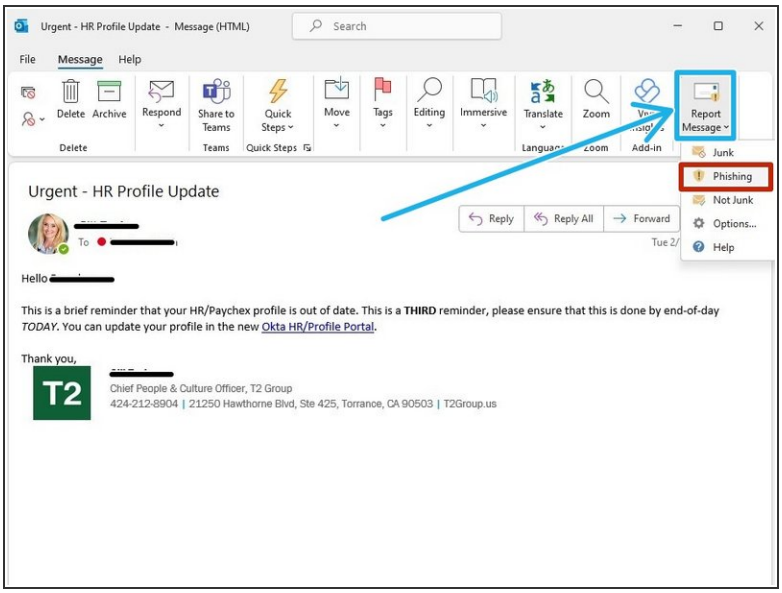


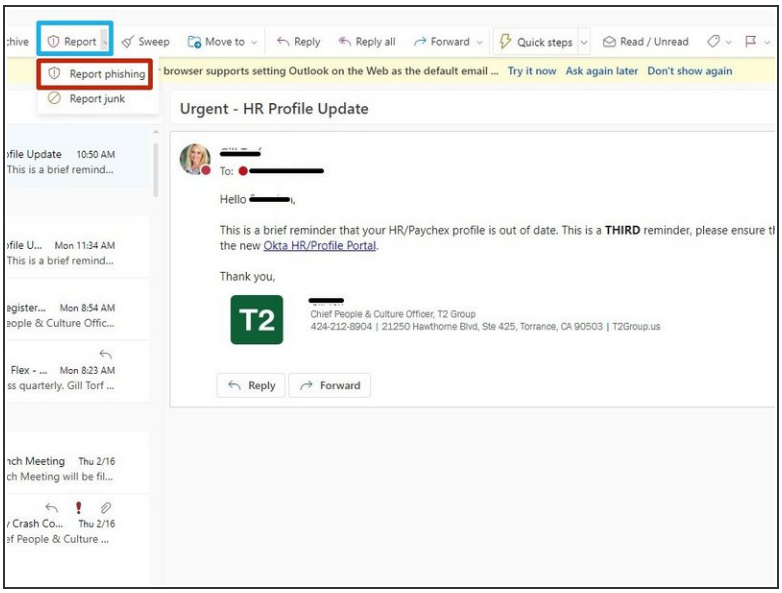
INTRODUCTION

If you suspect an email you received is dangerous and potentially harmful, this guide will show you how to report the email to the T2 IT staff.

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Step 1 — Reporting a Phishing Email



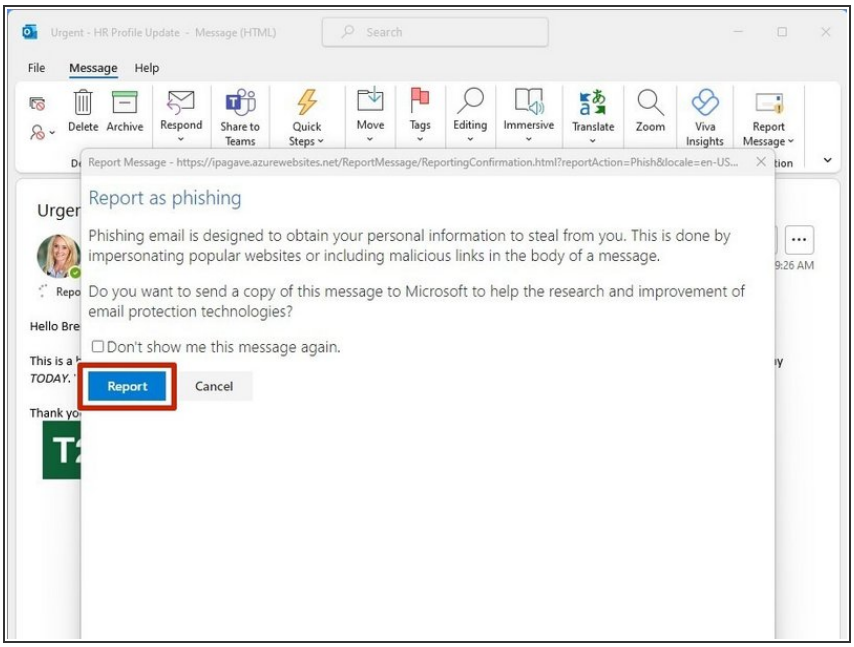


⚠ **If you suspect an email you received is potentially harmful to you or to the organization:**

- Click **Report Message**
- Select **Phishing**

ⓘ **If you are using Outlook from your web browser, refer to the second image.**

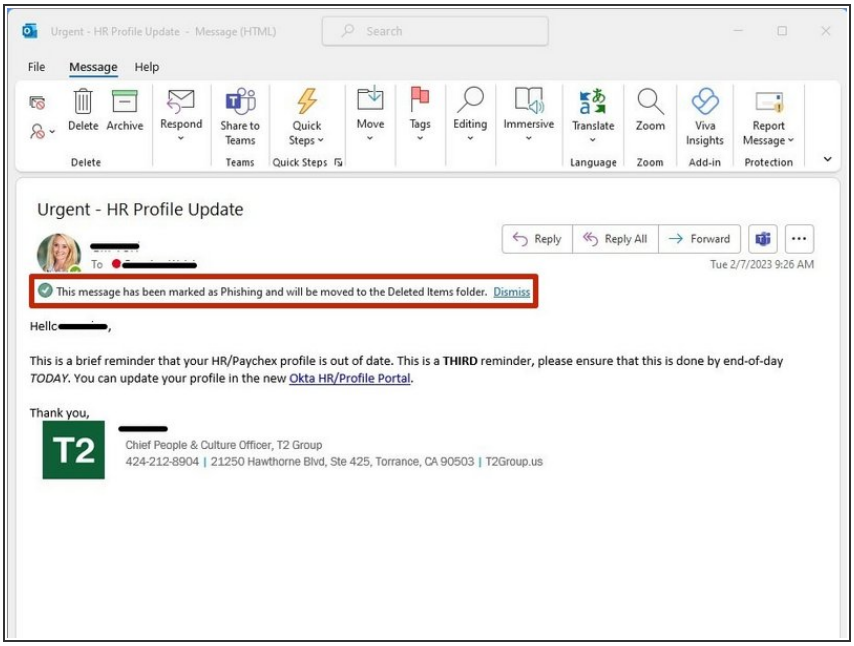
Step 2



ⓘ **A confirmation message will appear:**

- Click **Report**

Step 3



ⓘ **A confirmation message will appear above the email.**

- **This message has been marked as Phishing and will be moved to the Deleted Items folder.**