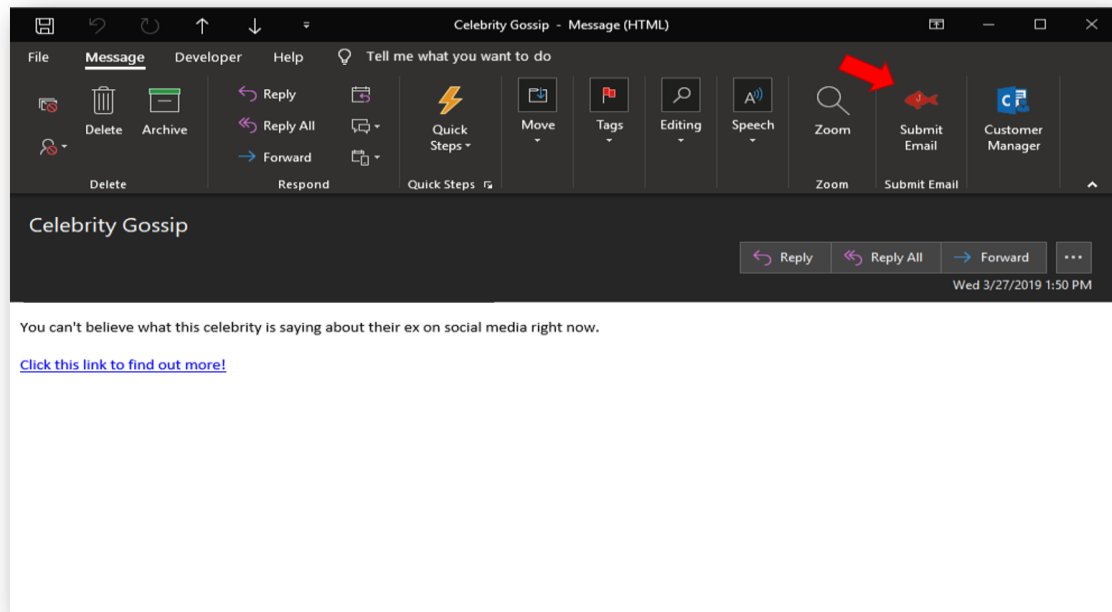


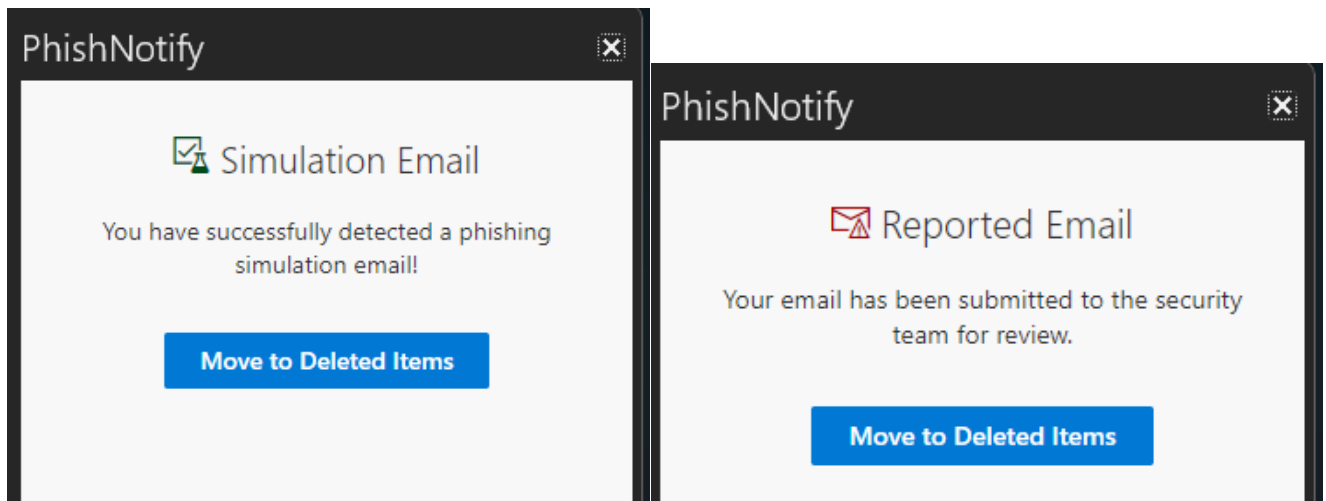
Reporting Emails from the Outlook Desktop Application

To submit a suspicious email to your security team:

1. Click the Submit Email button (red fish icon) from your Outlook ribbon. Depending on your view, you may need to open the email in a window by itself to have the icon visible.



2. A dialogue box will appear within the body of the message confirming if this was or was not a phishing simulation email.



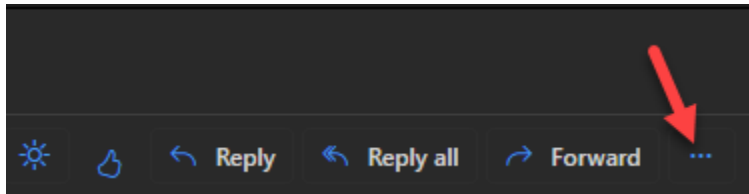
3. Click the blue "Move to Deleted items button" to confirm the submission of the email.

Your email has now been successfully submitted for review.

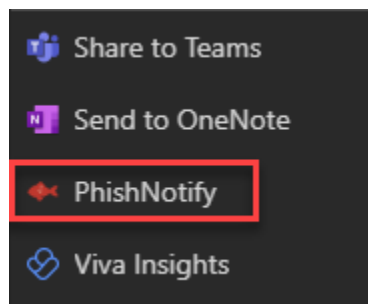
Reporting Emails in Outlook Web Application (OWA)

To submit a suspicious email to your security team:

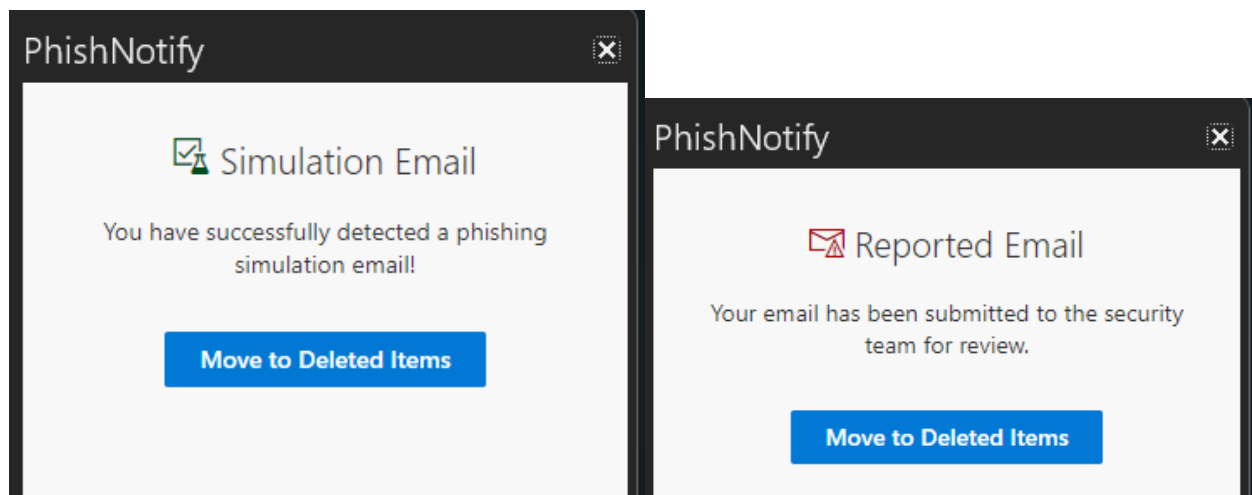
1. Click the three dots to the right of the forward button. Depending on your view, you may need to open the email in a window by itself to have the icon visible.



You should then see a red fish icon that says PhishNotify that you will click.



2. A dialogue box will appear within the body of the message confirming if this was or was not a phishing simulation email.



3. Click the blue "Move to Deleted items" button to confirm the submission of the email.

Your email has now been successfully submitted for review.