Reporting Phishing Email

The Daytona State IT (Information Technology) department has implemented a new tool that makes it very easy for employees to report phishing email. The following steps demonstrate how to use the **Report Phish** add-in for Outlook to report suspicious phishing email. Report Phish is available in Outlook on the desktop, Outlook on the web, and Outlook mobile.

Outlook on the desktop

In **Outlook on the desktop**, select the email you wish to report and then the **Report Phish** icon from the ribbon at the top of the screen.
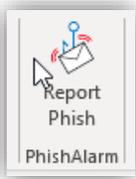
NOTE: If you do not see this icon, you may have the ribbon collapsed and are using the simplified view. You can use the expansion arrow to the far right of the ribbon to expand the view or use the three-dot **More commands** menu to select **Report Phish.**
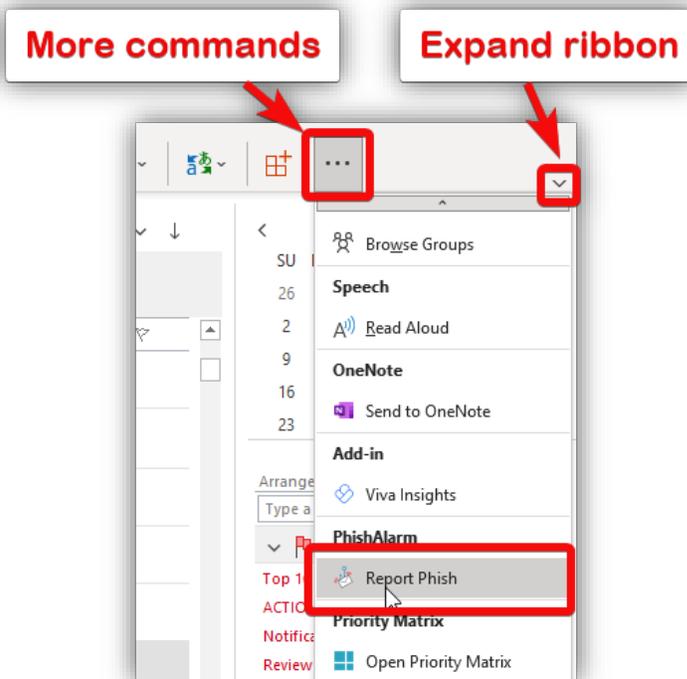
Outlook on the web

In **Outlook on the web**, select the **Report Phish** icon from the menu in the upper right of the selected email message. If you don't see the icon, select the **More Actions** three dot menu in the upper right corner of the email message and then the **Report Phish** tool.
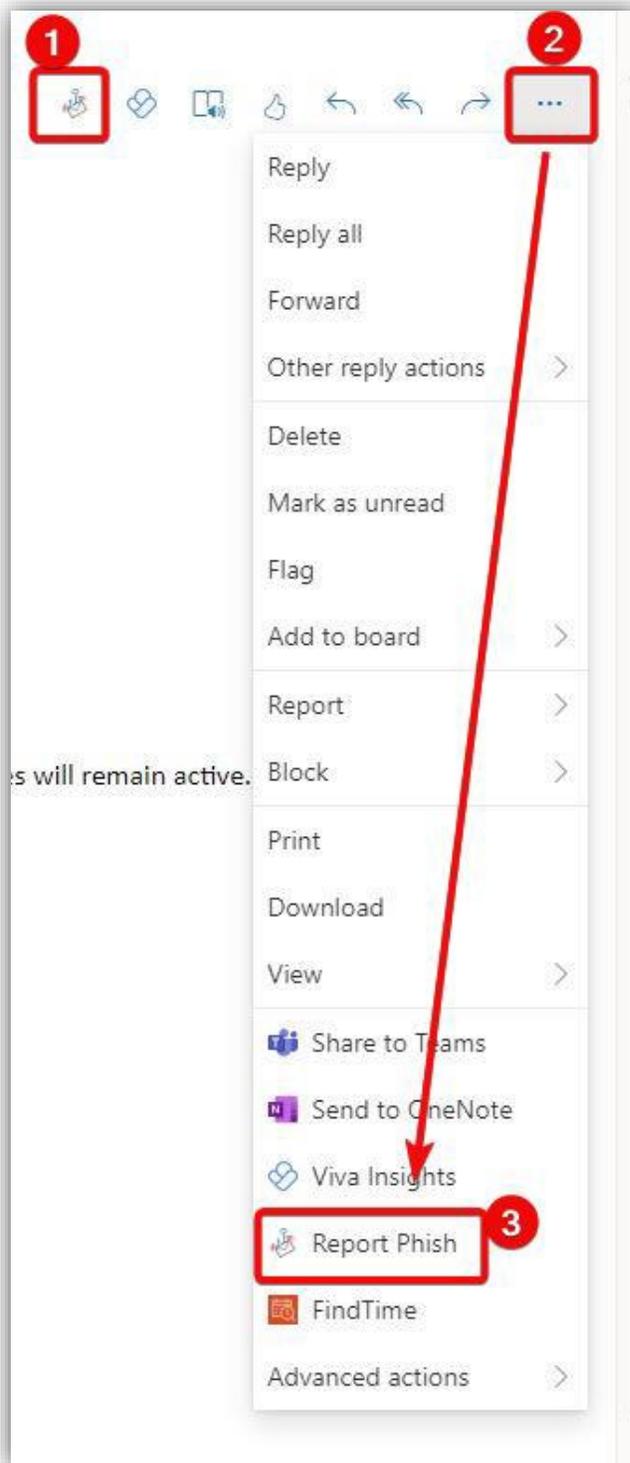
Outlook Mobile on iOS/iPhone

In Outlook mobile on your iPhone, tap an email to open it and then select the horizontal three dots to the right of the message title. Select **Report Phish** from the popup panel.
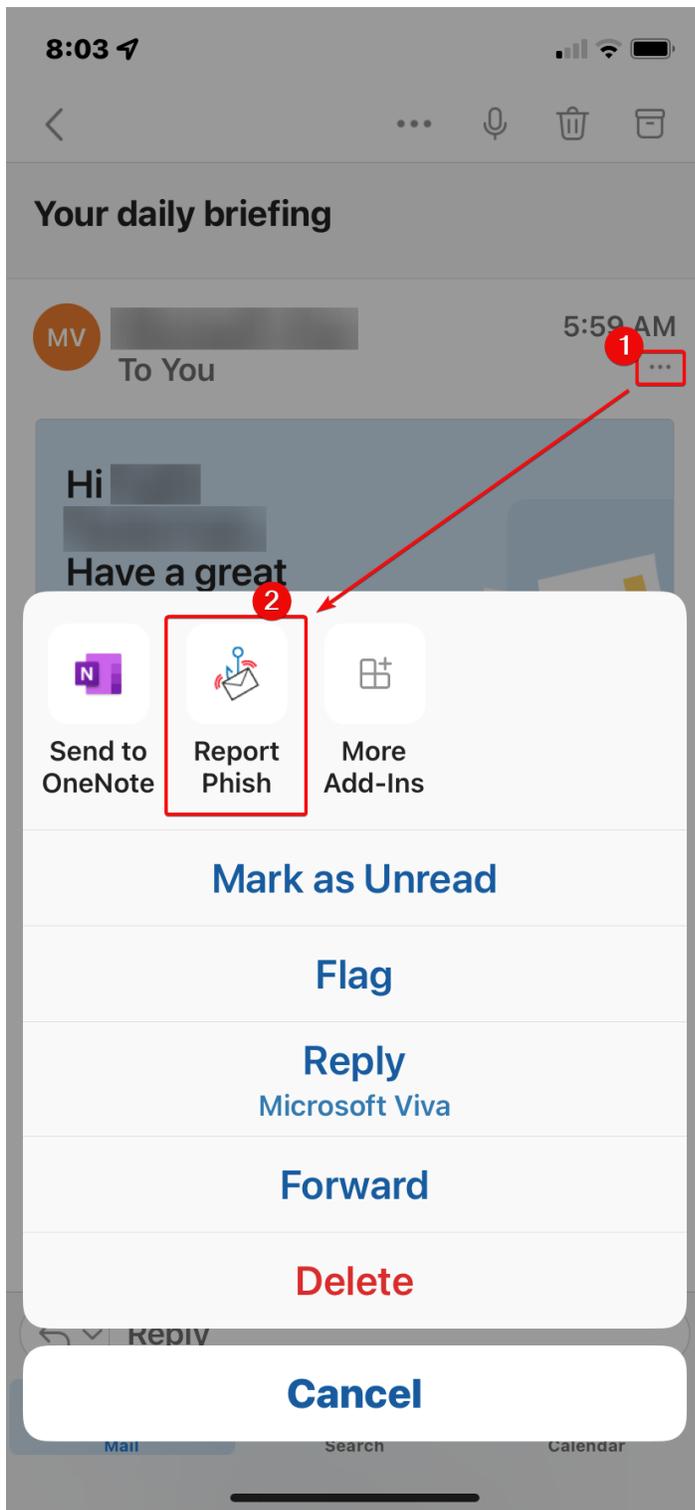
Outlook Mobile on Android/Google

In Outlook mobile on your Android phone, tap an email to open it and then select the vertical three dots to the right of the message title. Select **Report Phish** from the popup panel. **NOTE**: If you don't see **Report Phish** on the panel, you may need to scroll up
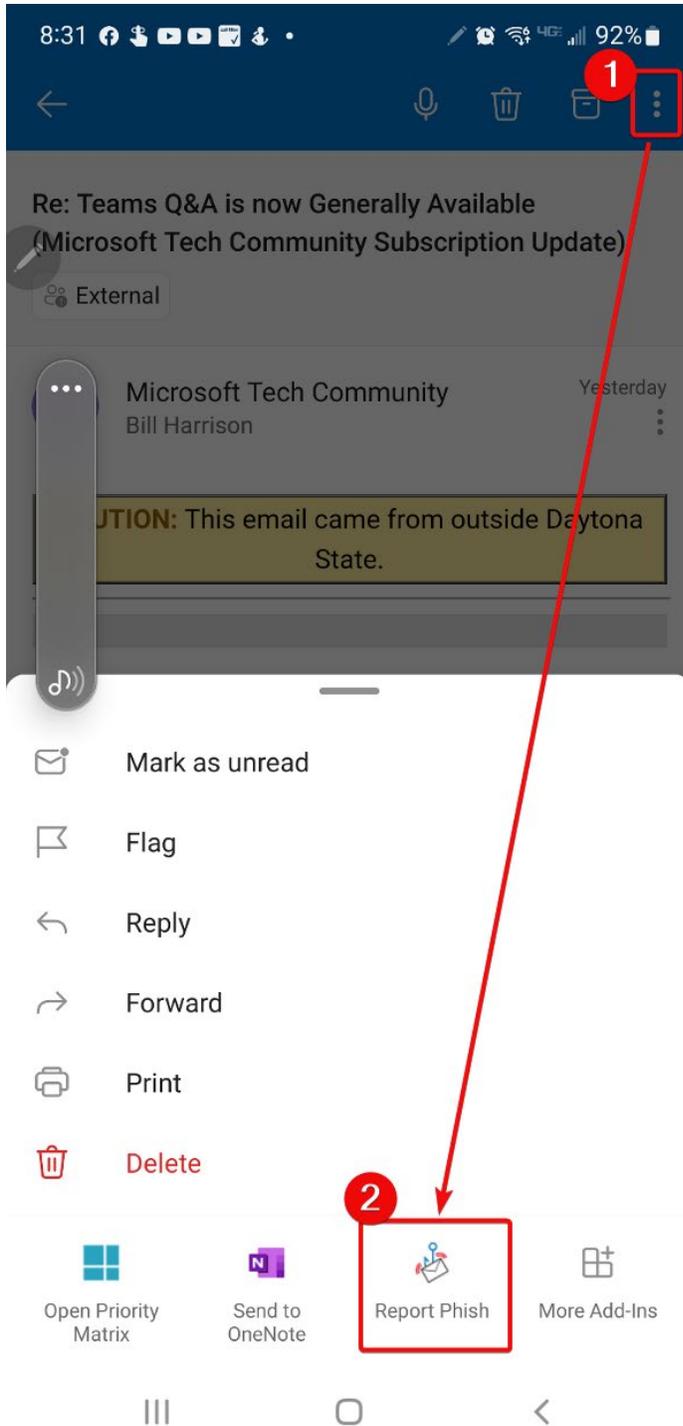
Submission Verification

Once you select the **Report Phish** tool you will be presented with this screen asking if you are sure you want to report the message.
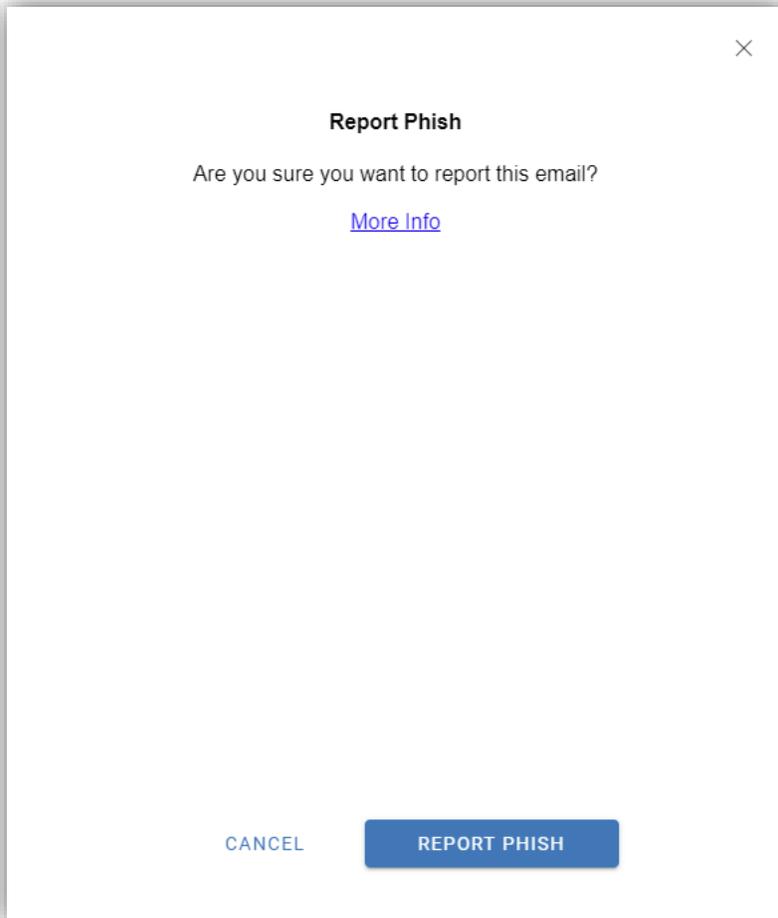
Select the **Report Phish** button. You will then be presented with this "Thank you" screen.
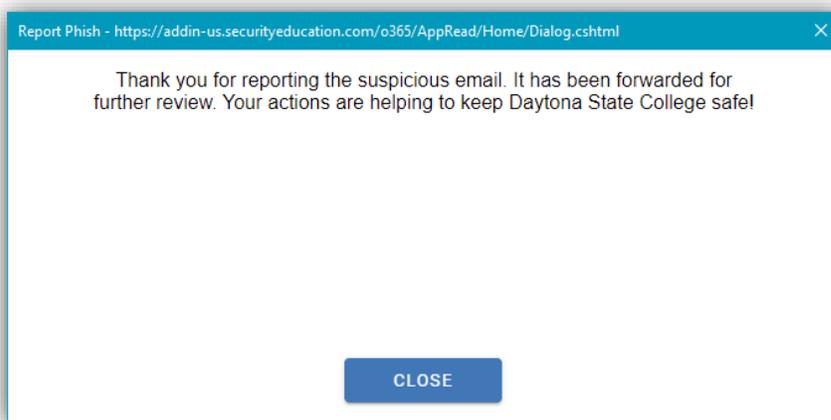
Select the Close button. You will shortly receive a "Thank you" email from the address appmail@daytonastate.edu like this screenshot. **NOTE:** This is not a monitored email address so please do not reply to this email.
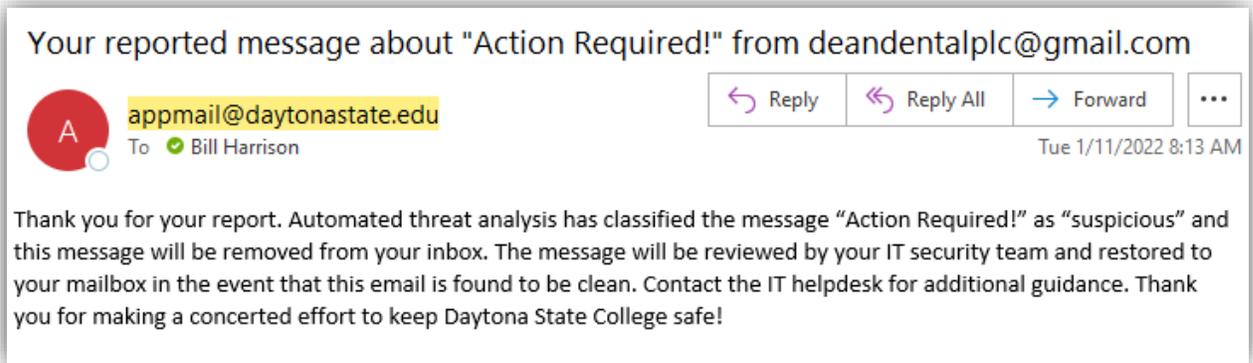
You will also receive a separate email confirmation that a ticket has been created with the college helpdesk.

If you have any further questions or comments, you can reply to this email or call the DSC helpdesk at 386.506.3950 and reference this ticket number.