# **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.** 

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### 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.

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	Forward	
	Other reply actions	>
	Delete	
	Mark as unread	
	Flag	
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### 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.

Report Phish - https://addin-us.securityeducation.com/o365/AppRead/Home/Dialog.cshtml	×			
Thank you for reporting the suspicious email. It has been forwarded for further review. Your actions are helping to keep Daytona State College safe!				
CLOSE				

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.

Your reported message about "Action Required!" from deandentalplc@gmail.com							
appmail@daytonastate.edu	← Reply	所 Reply All	$\rightarrow$ Forward $\cdots$				
To Bill Harrison			Tue 1/11/2022 8:13 AM				
Thank you for your report. Automated threat analysis has classified t this message will be removed from your inbox. The message will be your mailbox in the event that this email is found to be clean. Contac you for making a concerted effort to keep Daytona State College safe	he message " reviewed by y at the IT helpo a!	'Action Required our IT security to desk for addition	!" as "suspicious" and eam and restored to al guidance. Thank				

You will also receive a separate email confirmation that a ticket has been created with the college helpdesk.

New Incident #27

Requestor: DAYTONASTATE\

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Note: To reply to this email, use Reply All and leave the subject line intact.

Title: Potential Phish: Save my Info Description:

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.