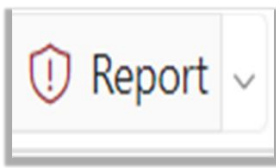
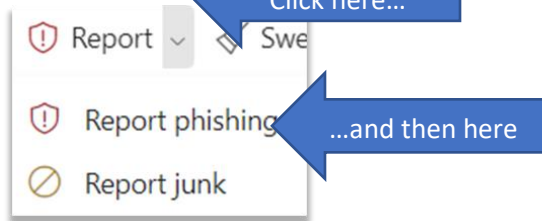


Using the “Report Message” button on Outlook.com

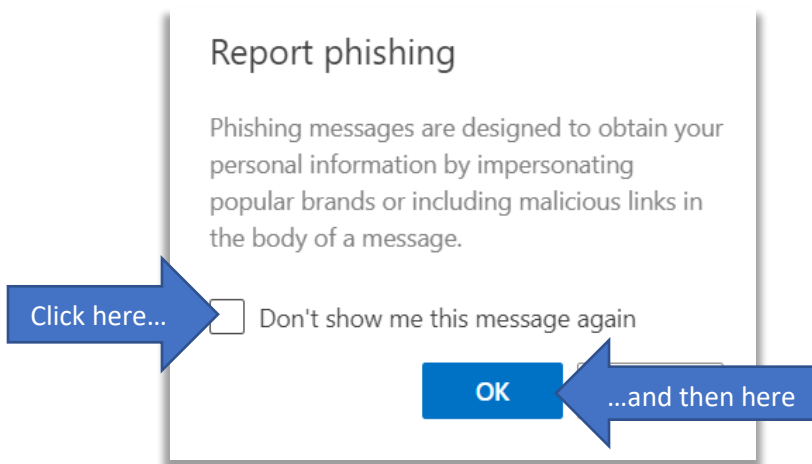
1. From the “Home” tab, find the “Report” button pictured below.



2. Select the suspicious email, and then click the drop-down arrow from the “report” button. Next, click “Phishing report”.



3. Click the checkbox to the right of “Don’t show me this message again”. Then click the “OK” button.



4. Our Information Security and Compliance Team will be notified about the email.
5. If there is any further information or action is needed, someone for Technology Services will contact you.