How to Use the Phish Alert Button for Microsoft Outlook client (Outlook on the Web and iOS)

Effective: February 22, 2022
Last Updated: February 22, 2022

In a continuing effort to help improve our user's ability to deal with the constant influx of spam, phishing efficiently, and other email-based attacks, a new "Report Phish" button will be available in the Microsoft Outlook mail client to keep our organization safe and defend it against cyberattacks.

Follow the appropriate instructions for the platform you are using. If you think your email account may have been compromised, report the issue to the Information Security office by submitting a work order to IT Services.

How Do I Use It?

1. **Report Phish Button in Outlook in A Web Browser:**

   If you are using Outlook on the web, click the "Report Phish" option above the email while viewing it.

   ![Report Phish Button Example](image-url)
2. **Report Phish Button in Outlook for Windows:**

- Go to your inbox.
- Click ONCE on the suspicious email.
- Click the "Report Phish" button in the Home tab.

![Image of Outlook Home tab with Report Phish button highlighted]

3. **Report Phish Button in Outlook for Mac:**

![Image of Outlook Mac with Report Phish button highlighted]

**Note:** A Phish Alarm reporting feature is not available on a mobile device at this time.

You are an important part of the process of keeping The GC safe from cybercriminals. Reporting suspicious emails will help us to better defend against them. Once a malicious email is identified, steps are taken to mitigate the threat.