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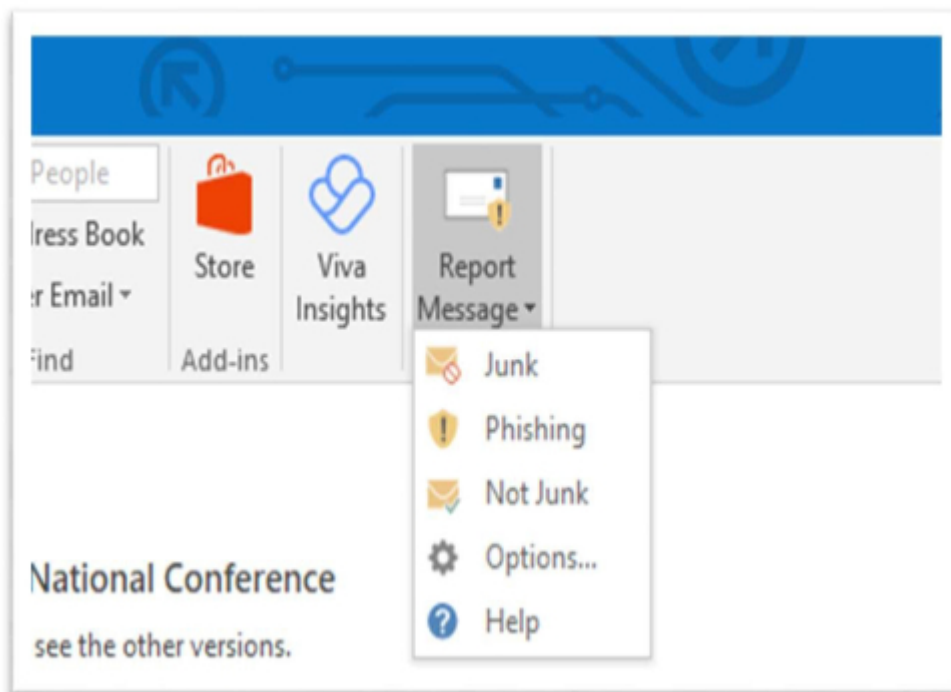
Marking Email as Phishing/Junk

- Phishing is the practice of sending emails purporting to be from reputable companies in order to induce individuals to reveal personal information, such as passwords and credit card numbers
- Junk means unsolicited email or advertising.

Outlook

1. Select the email and click on report message in the menu bar.
2. Select Phishing or Junk

if you do not see this add-on please call Phil Hathaway at x225



Office 365 - Outlook on the Web (OWA)

1. Select the message you want to report to junk/phishing and click Junk in the menu bar.
2. Select Junk or report the message as Phishing.
3. Additionally you will want to block the sender.

