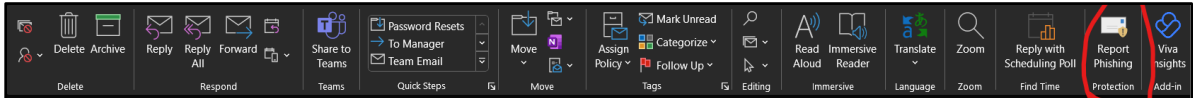


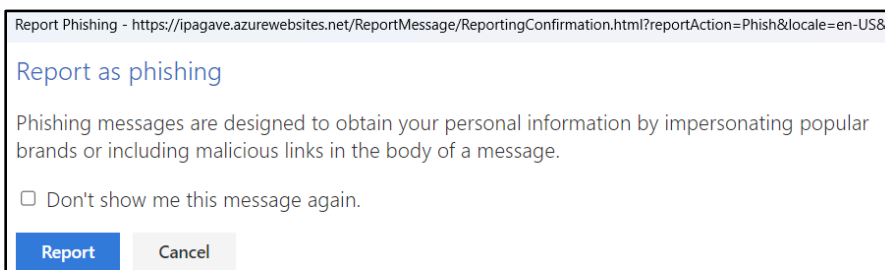
How To Use The Microsoft Report Phishing Button:

1. Select the "email" you believe to be phishing, then select the "Report Phishing" button located in your Microsoft Outlook ribbon.

Note: This will be replacing the Ironscales Report Phishing red button currently located in your ribbon in Microsoft Outlook.



2. A "Report as phishing" pop-up window will appear. In this window, you will see a message explaining what a phishing email is as well as provide an option for you to report the email as spam. Select the blue "Report" button if you would like to report this email as phishing.



3. The email will be removed and placed in your Deleted Items folder in your mailbox. If you have the email open, a message will be added to the email letting you know that this email has been marked as Phishing and will be moved to your Deleted Items folder in Outlook.

Note: Users can also forward the email to spam@rccc.edu.

