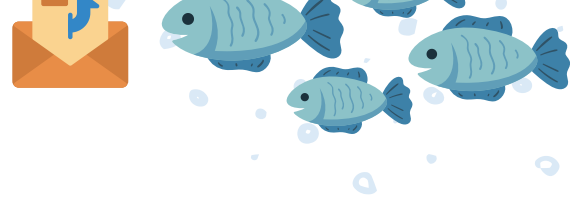


# HOW TO REPORT A PHISH IN OUTLOOK

AND WHY YOU SHOULD DO IT

## Why Report a Phishing Email?

Reporting a suspected phishing email can alert your IT team about a potential threat to your organization.



When you use the Beauceron Security "Report a Phish" tool, you're showing your organization that you know what phishing is, that you know how to properly report it and you care about protecting your organization.

Reporting a suspected phishing email demonstrates that you're informed, alert and understand what to do next. If it's a phishing simulation, you will earn a reward toward your Personal Risk Score for reporting it.



## What If I'm Unsure?

It's important to recognize the difference between unwanted or unsolicited email (spam), and a phishing attempt. When you report spam, it may not be clear to your organization that you know what a phishing attack is.



### Spam

This is unsolicited content, typically commercial in nature, looking to get you to buy something. Spam does not normally pose a cyber threat.



### Phish

A phishing email will often use emotional tactics like fear, excitement or curiosity to trick you into revealing confidential information.

### Should I Just Delete it?

There is no way for your IT or security team to know that a potential threat was made if it's not reported. True success for the organization and for you comes when you report it, not just delete it.

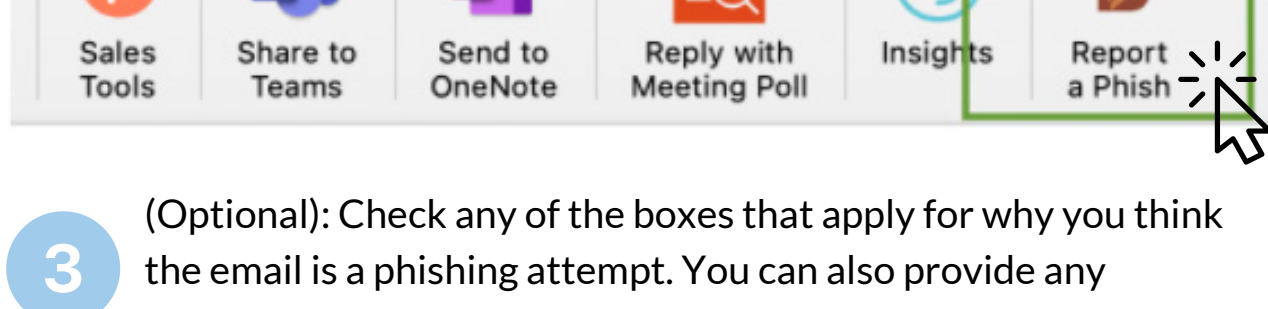
## How to Report a Phish



### Outlook

**1** To report a suspected phishing email using Outlook for desktop, first go to the email you want to report and open it in its own window.

**2** Click the "Report a Phish" Button. You must open the email in its own window for the button to work.



**3** (Optional): Check any of the boxes that apply for why you think the email is a phishing attempt. You can also provide any additional comments.

**4** Click the "Report Email" button below.

Beauceron PhishForward ☒

Why are you reporting this email?

☐ I think it's spam and/or I don't want it

☐ I think it's malicious and/or phishing

Have you interacted with this email before reporting?

☐ Yes, I clicked on a link, opened an attachment, replied to the message and/or forwarded it to someone else

☐ No, I just want to report it

Please enter any additional comments you wish to include with your report:

**Report Email**

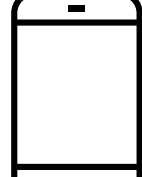
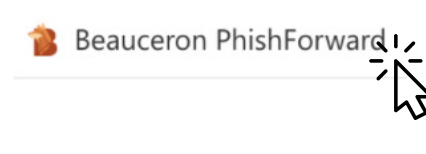


### Outlook Web

**1** Click on the email you want to report. On the far right, you'll see 3 small dots or an ellipsis icon. Click on it.

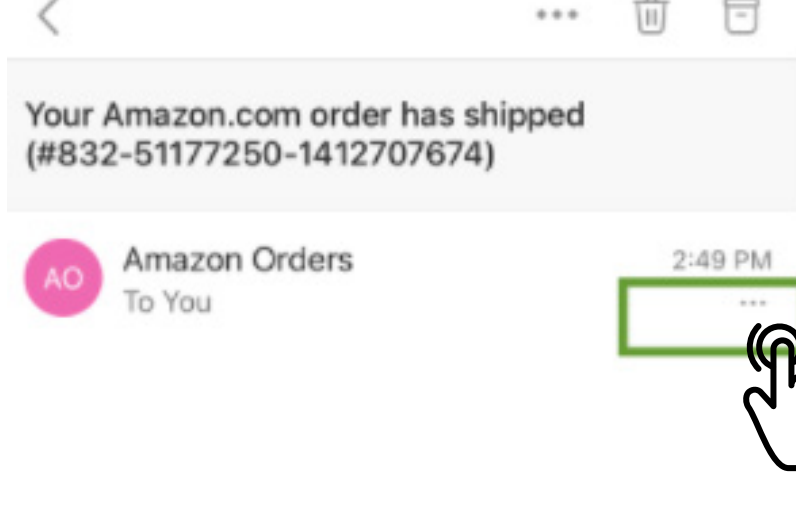


**2** Scroll down until you see the "Report a Phish" or "Beauceron PhishForward" icon. Click on the icon. It will open the side panel and you will repeat steps 3 to 5 of the desktop version.

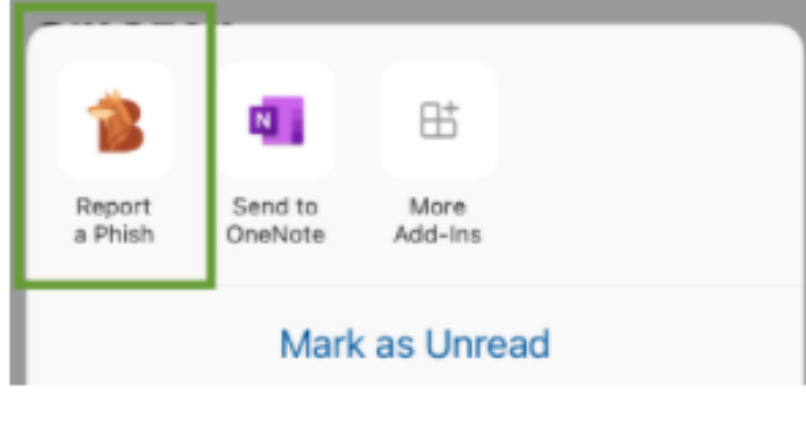


### Outlook Mobile

**1** Click on the email you want to report. On the far right, you'll see 3 small dots or an ellipsis icon. Click it.



**2** Click the "Report a Phish Button." A new panel will appear. Steps 3 to 6 are the same as the desktop version.



## Small Steps to Save Others

An aware and vigilant workforce is your organization's best first line of defense when it comes to sophisticated cyber attacks.  
*One small step can make a world of difference.*



To learn more about building cybersecurity resilience through positive cultural change, please visit:

[beauceronsecurity.com](https://beauceronsecurity.com)

