

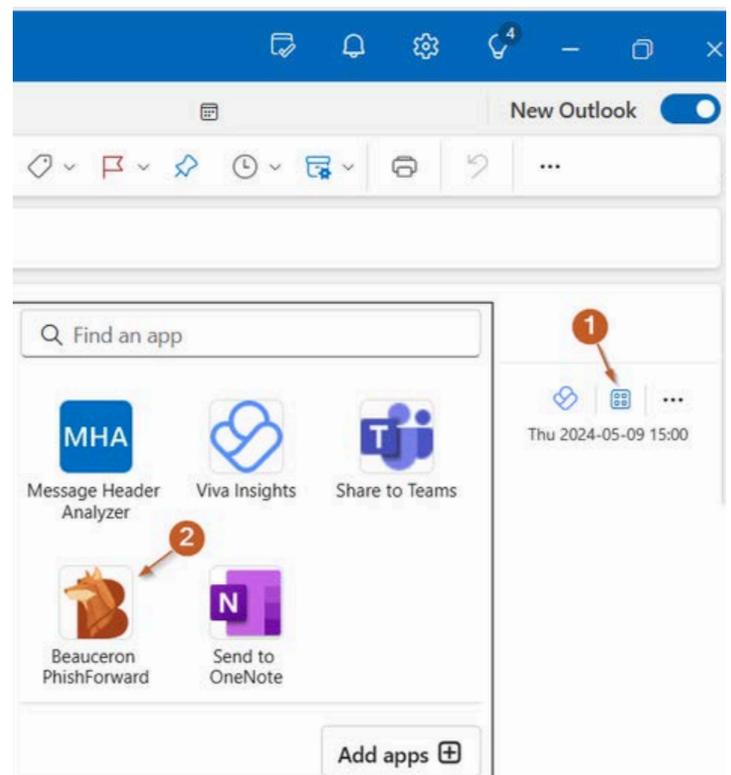


BEUCERON
SECURITY

HOW TO REPORT A PHISH IN MICROSOFT 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** In the “New Outlook”, Microsoft has changed the location of Add-Ins which includes our Report a Phish button. After choosing a message to report, the button should be available in “Apps” as shown below:

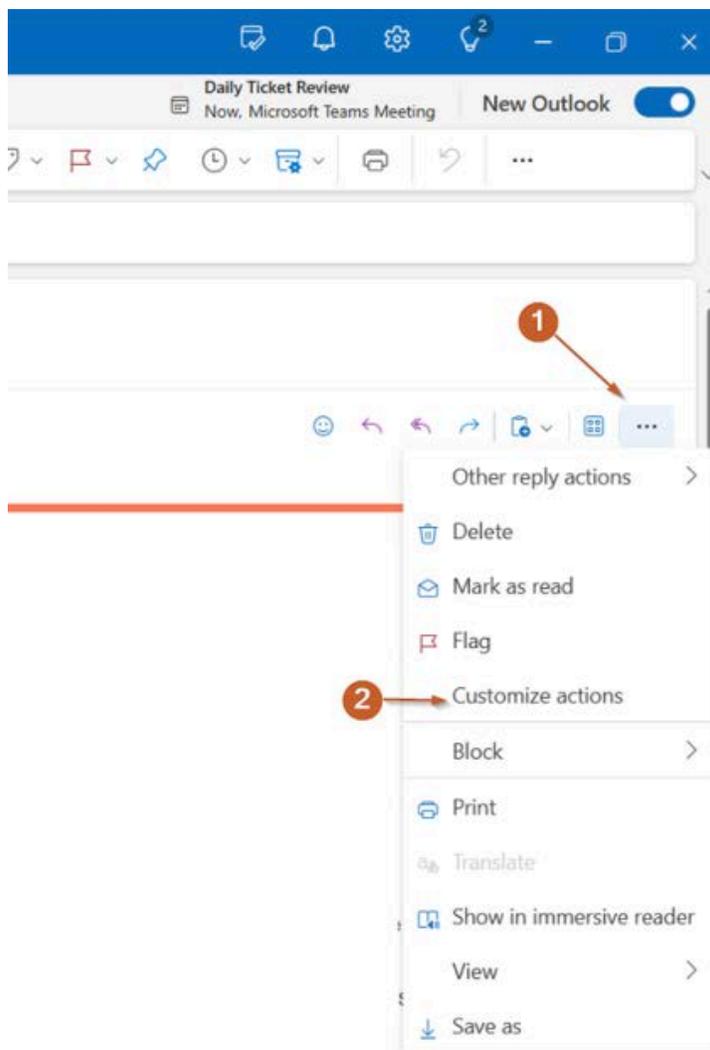




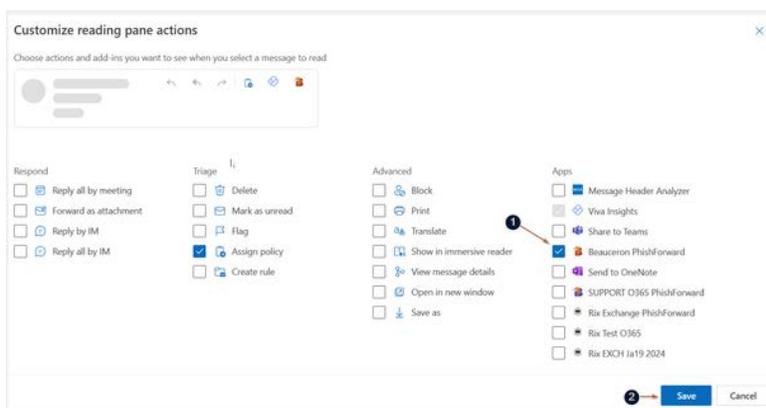
Outlook Desktop

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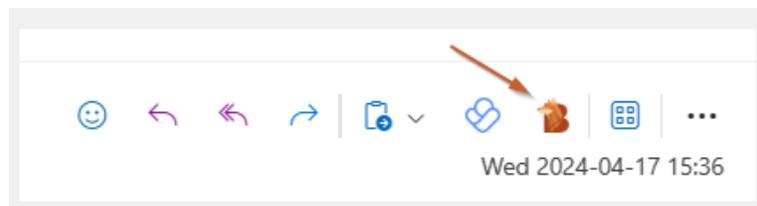
The following will make the button more visible in the 'New' Outlook. Choose any email. In the email ribbon, click on the 3 dots (top right of the message). In the dropdown that appears below these 3 dots, choose 'Customize actions'.



In the new popup, choose the Beuceron button and save.



This will then make the button appear in the emails ribbon.



(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.



Outlook Desktop

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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



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When the suspected phish is submitted, the Beauceron Platform analyzes the phish.

Simulation: If the Platform detects the reported phish is a simulation, you will be presented with the following message, identifying the reported email as a simulation.

Beauceron PhishForward

Well done! You've successfully caught and reported a simulated phishing attack. Reporting these phishing attacks helps your organization know how many people are paying attention to this form of cyber attack.

Subject: Amazon security alert: Sign-in from new device detected
Date: 2023-02-09

As well, had this been a real attack the information in the phishing e-mail (and the number of people reporting it) would help your organization better understand the attack, including whether specific people are being targeted and where it's coming from.

Close and Delete





Outlook Desktop

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Non-Simulation: If the reported phish is not a simulation, you will be presented with a different message letting you know this may be a suspected phishing attack, and someone from the IT team will be in touch if they need more information.

If the **Beuceron Analyst** is turned on, depending on Rule configuration, you may also receive an automated follow-up email with a breakdown of the suspected phishing attempt.

Beuceron PhishForward

Thank you for reporting a suspected phishing e-mail. Someone may be in touch to follow-up if this was a real phishing attempt.

Subject: Amazon security alert: Sign-in from new device detected
Date: 2023-02-09

Reporting suspicious e-mails can help your organization detect and react to a cyber attack. Thank you for helping to keep your organization safe!

Close and Delete 

Automated Beuceron Analyst Email (if configured):

Phish Analyst Results - Security Alert

E-mail analysis report

Thank you for reporting this e-mail. Below you will find a summary of the results of the automated analysis if it detected anything unusual.

Please note, the absence of any feedback below does not mean an e-mail was safe, simply that it passed the tests the system had at the time. We regularly review submissions and may follow-up with additional information.

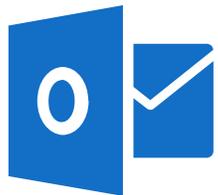
No user interaction with e-mail reported

When you reported this e-mail, you indicated that you had **not interacted** with it by clicking on any links, opened attachments, replied to sender or forwarded it to anyone else).

However, if you did interact with this e-mail and if there is feedback included in this report below indicates it is potentially malicious, please talk to a **member of the Security Team** immediately so we can make sure you and Beuceron are protected.



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



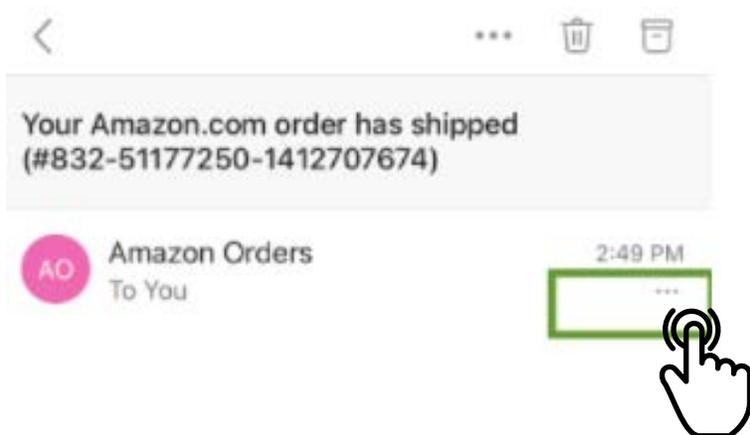
Outlook Mobile



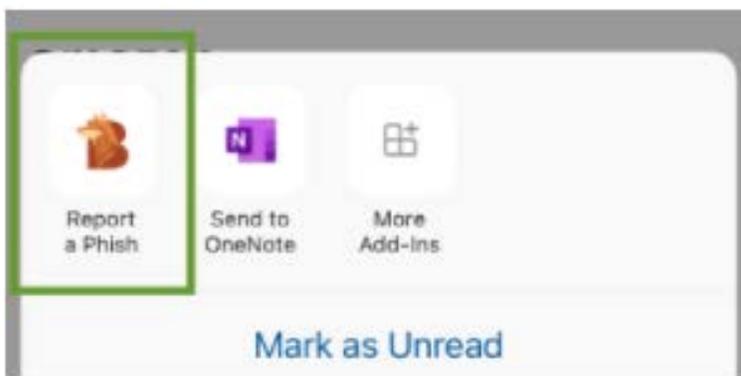
Outlook Web



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



2 Click the "Report a Phish" Button. A new panel will appear. Repeat steps 3 & 4 of the desktop version



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 to open the side panel. Repeat steps 3 & 4 of the desktop version.

