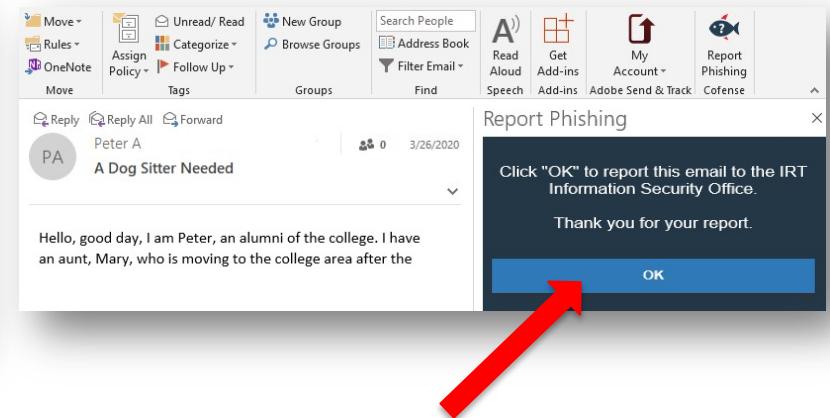
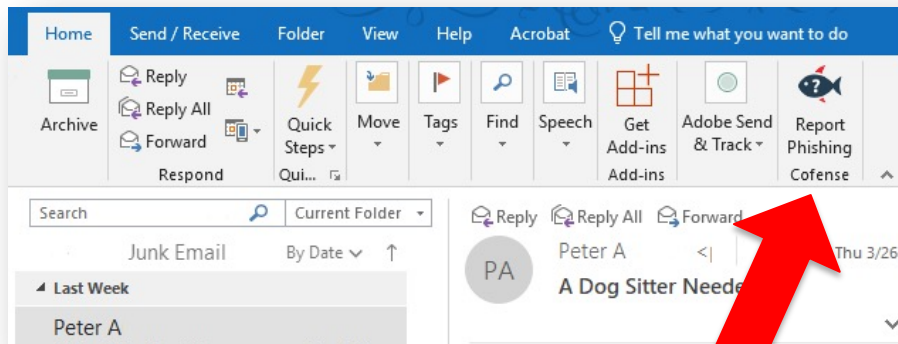




Outlook for Windows - Desktop

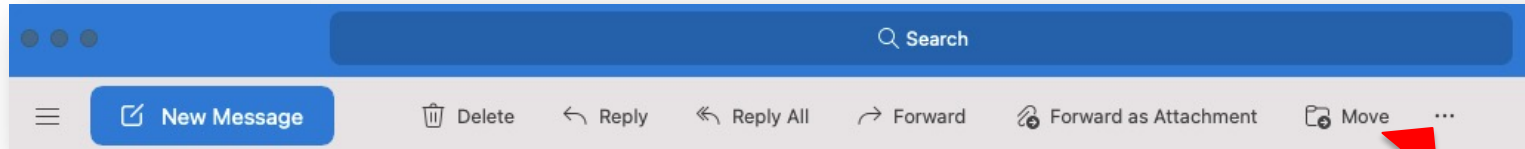


1. First **select, open, or preview** the message you want to report.
2. Click on the **Report Phishing** button.

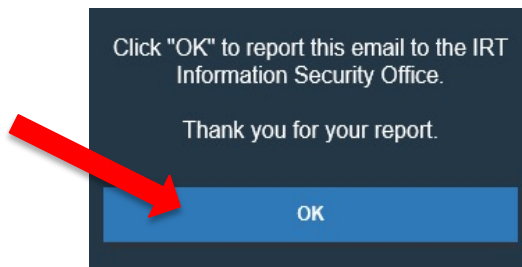
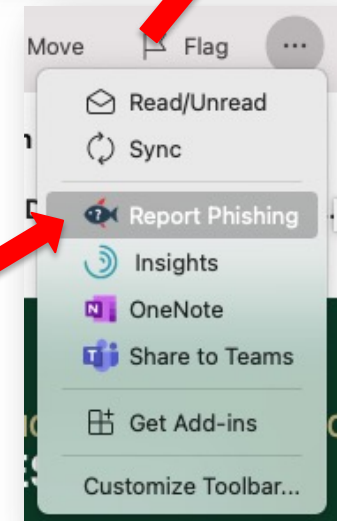
3. Click the **OK** button to complete the report.



Outlook for Mac - Desktop

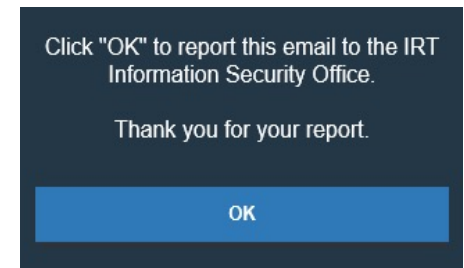
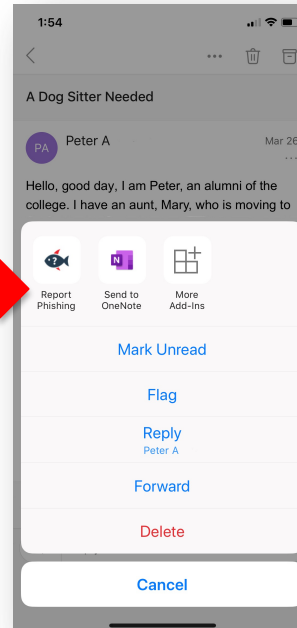
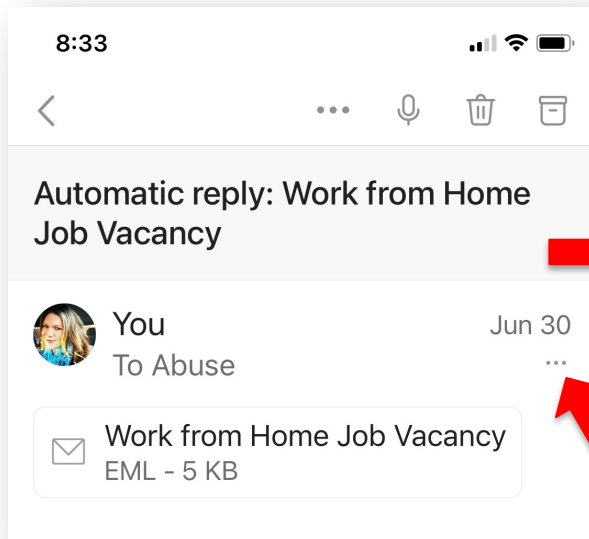


1. First **select, open, or preview** the message you want to report.
2. Click on the [...] menu along the menu bar and scroll down to the **Report Phishing** button.
3. Click the **OK** button to complete the report.





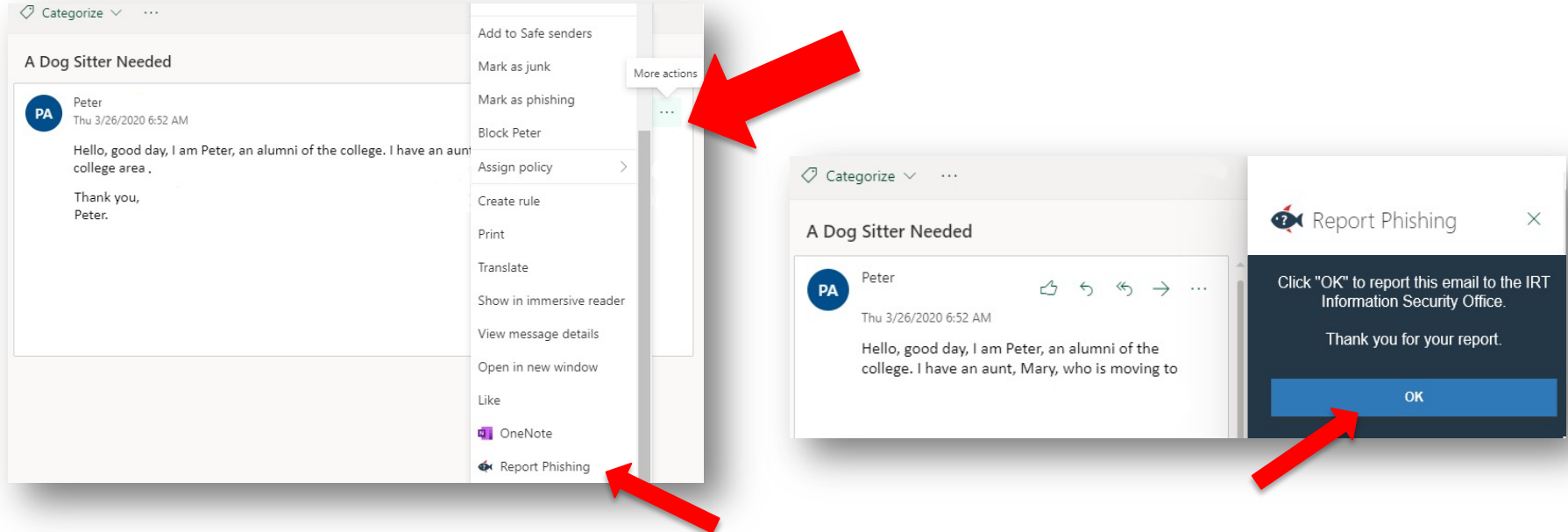
Outlook Mobile App



1. Select the message you want to report.
2. Click the **three dots** [...] under the message date.
3. Click the **Report Phishing** button.
4. Click **OK** to complete the report.



Outlook in Microsoft 365 online

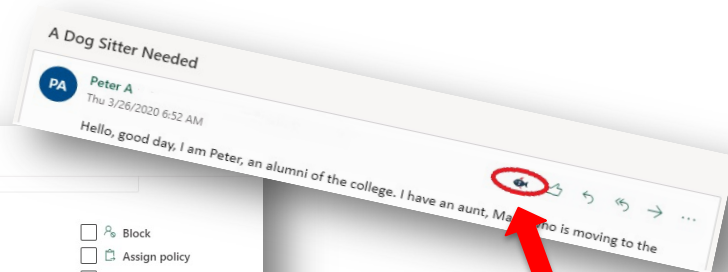
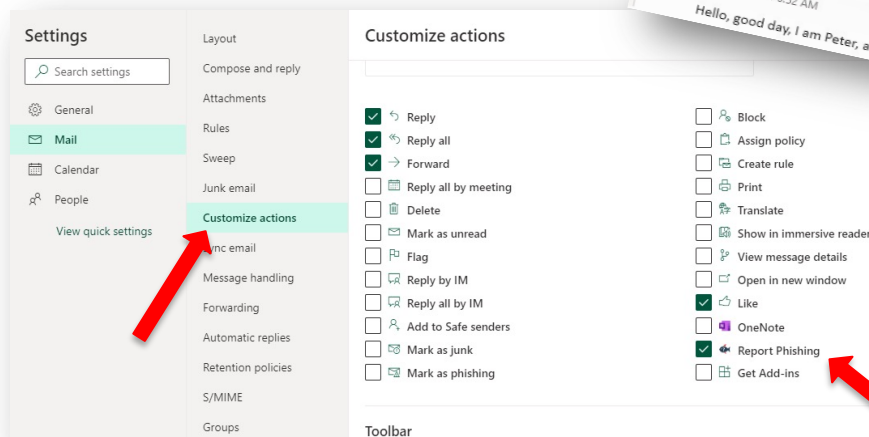
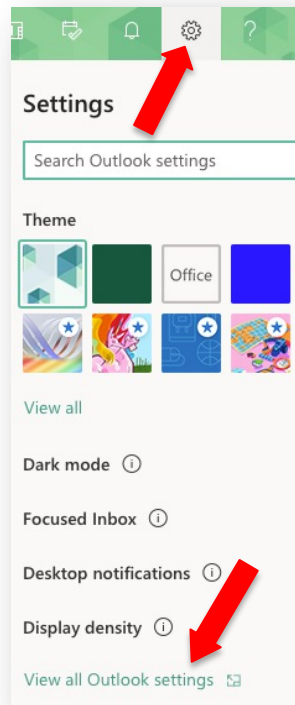


1. First **select**, **open**, or **preview** the message you want to report.
2. Click the [...] **menu** to the right of the message, then choose the **Report Phishing** button.
3. Click **OK** to complete the report.
4. To make it easier, you can "pin" the Reporter button (see next page)



Outlook in Microsoft 365 online

Add the PhishMe Reporter button for one-click ease



1. Login to Microsoft 365 (portal.office.com) with your Sac State credentials and open Outlook.
2. Select **Settings** > **View all Outlook settings** > **Mail** > **Customize actions**.
3. Scroll down and click the checkbox for Report Phishing (if unchecked).
4. The PhishMe Reporter button will now appear in message menu.