# Outlook for Windows





1. First **select**, **open**, or **preview** the message you want to report.

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2. Click on the **Report Phishing** button.

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







- 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.

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## **Outlook Mobile App**



- 1. Select the message you want to report.
- 2. Click the **three dots** in the top right of the message.
- 3. Click the **Report Phishing** button.
- 4. Click **OK** to complete the report.

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- 1. First **select**, **open**, or **preview** the message you want to report.
- 2. Click the **three dots** 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)

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Settings	Layout Compose and reply	Customize actions		
General	Rules	S Reply	Block	
🖾 Mail	Kules	Septy all	Assign policy	
🗇 Calendar	Sweep	$\checkmark$ $\rightarrow$ Forward	🗌 🗟 Create rule	
μ <sup>α</sup> People View quick settings	Junk email	unk email <sup>I</sup> <sup>I</sup> <sup>I</sup> <sup>II</sup> <sup>III</sup> <sup>IIII</sup> <sup>III</sup> <sup>IIII</sup> <sup>IIIIIIIIII</sup>	🗌 🖨 Print	
	Customize actions		🗍 🎋 Translate	A Dog Sitter Needed
	Sync email Message handling Forwarding Automatic replies Retention policies		□       Image: Show in immersive reader         □       View message details         □       □       Open in new window         ■       □       Like         ■       □       OneNote         ■       ●       Report Phishing         □       Image: Get Add-ins	Peter A Thu 3/26/2020 6:52 AM Hello, good day, I am Peter, an alumni of the college. I have an aunt, Mary, who is moving to the
	S/MIME Groups	Toolbar		

#### Pin the Reporter Button for One-Click Ease

- 1. Open the web version of Outlook (login to Office 365) with your Sac State credentials.
- 2. Select Settings > View all Outlook settings > Mail > Customize actions.
- 3. Click the checkbox for Report Phishing.
- 4. The PhishMe Reporter button will now appear in messages.

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