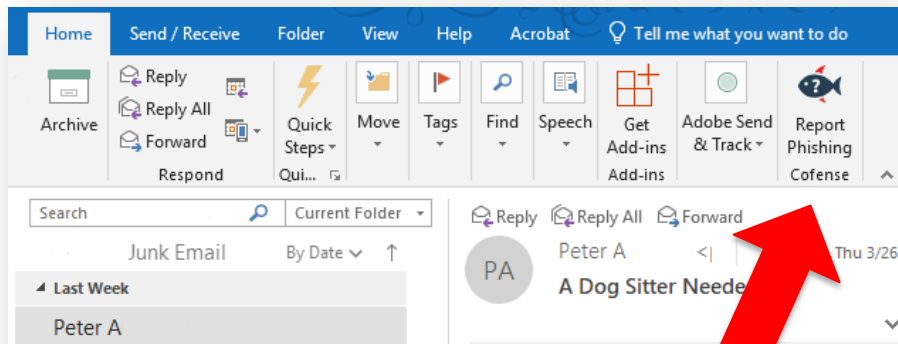
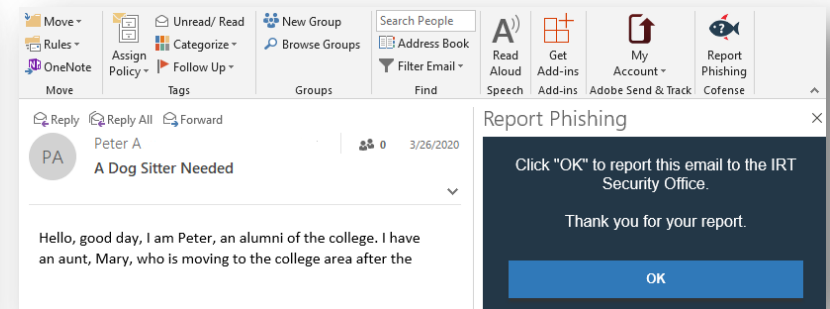




# Outlook for Windows



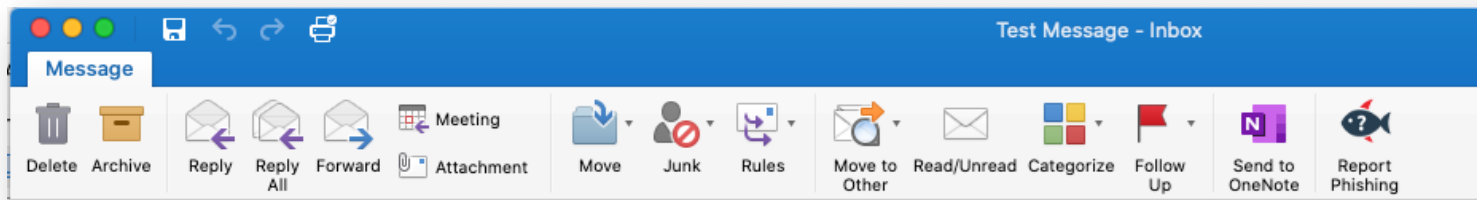
1. First **select, open, or preview** the message you want to report.
2. Click on the **Report Phishing** button.



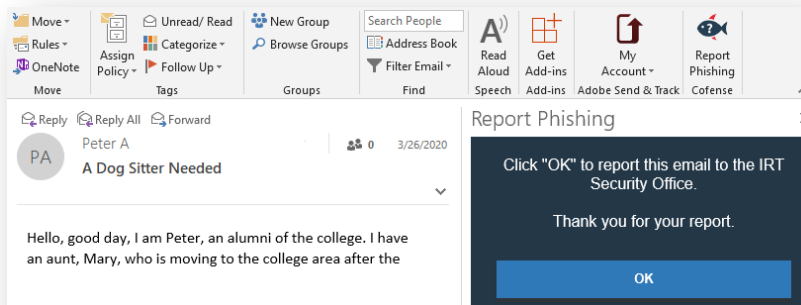
3. Click the **OK** button to complete the report.



# Outlook for Mac



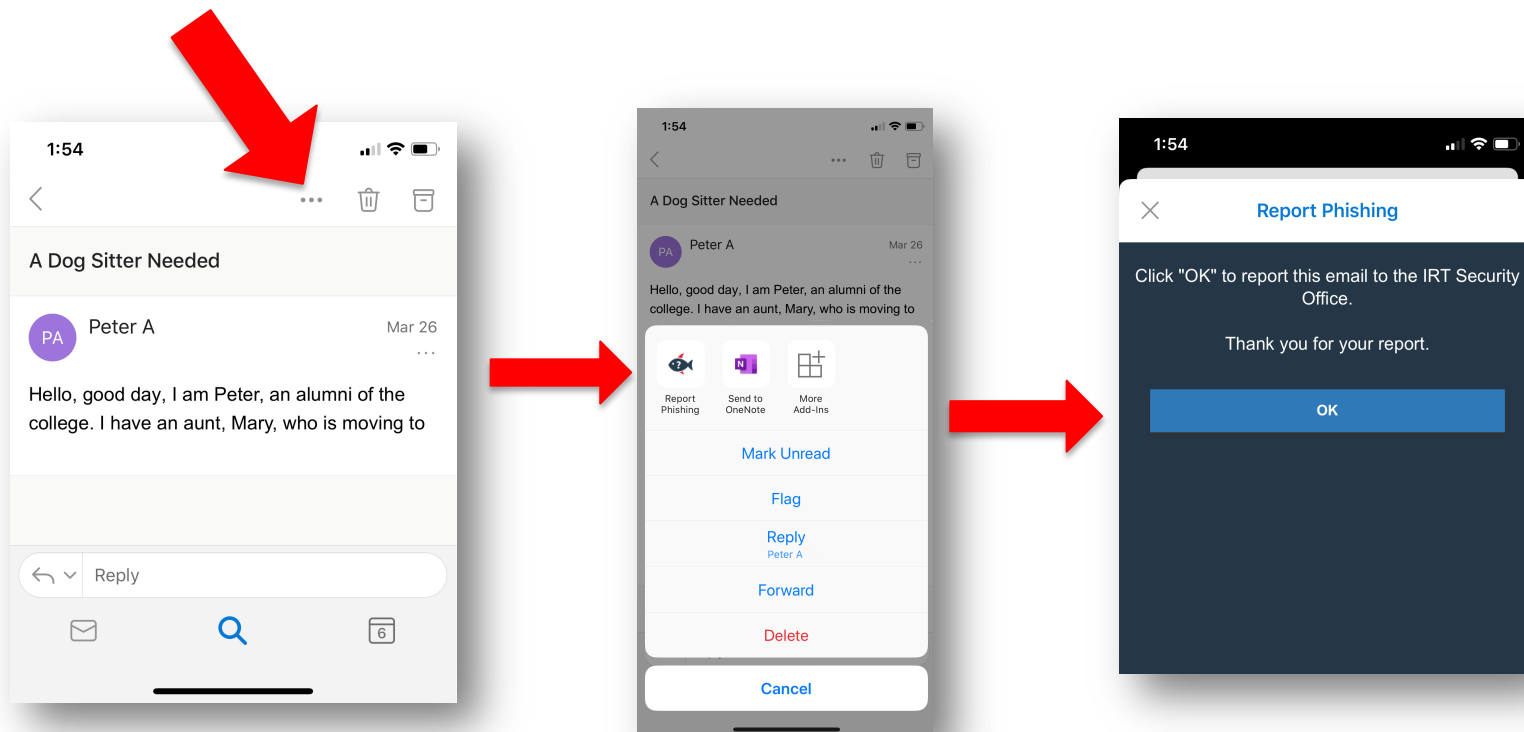
1. First **select, open, or preview** the message you want to report.
2. Click on the **Report Phishing** button.



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



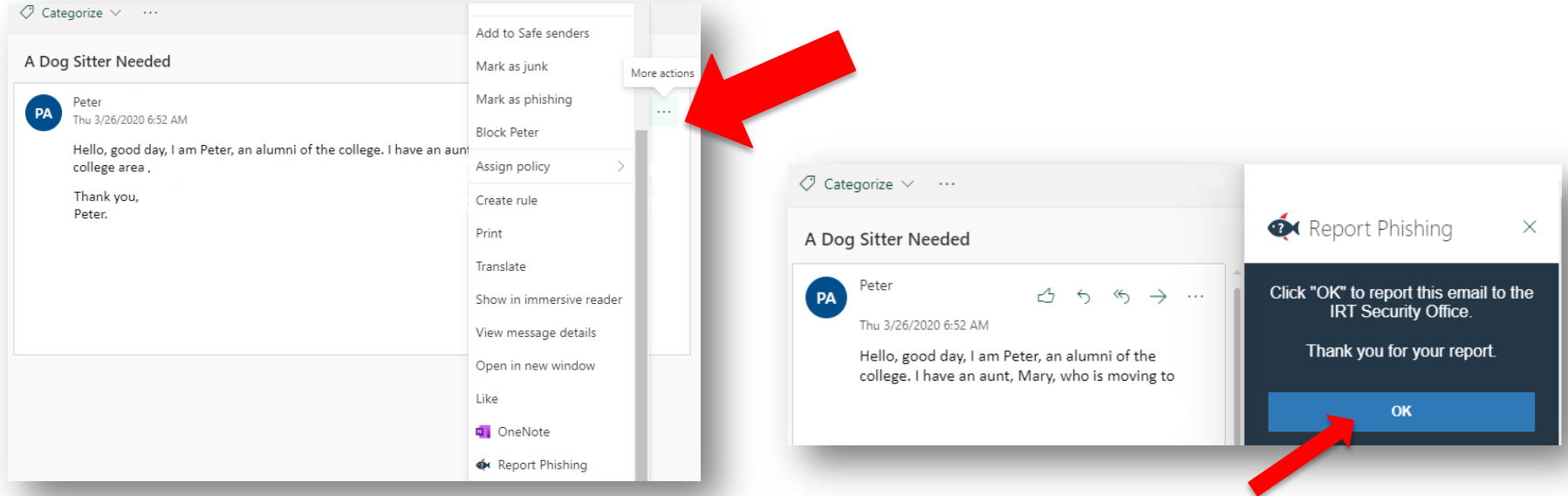
# Outlook Mobile App



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.



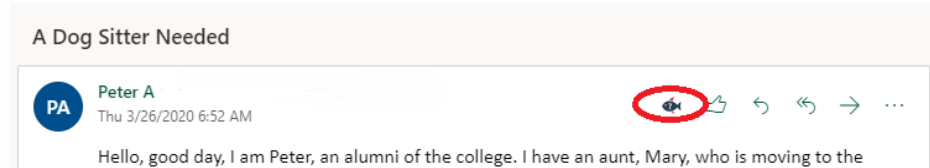
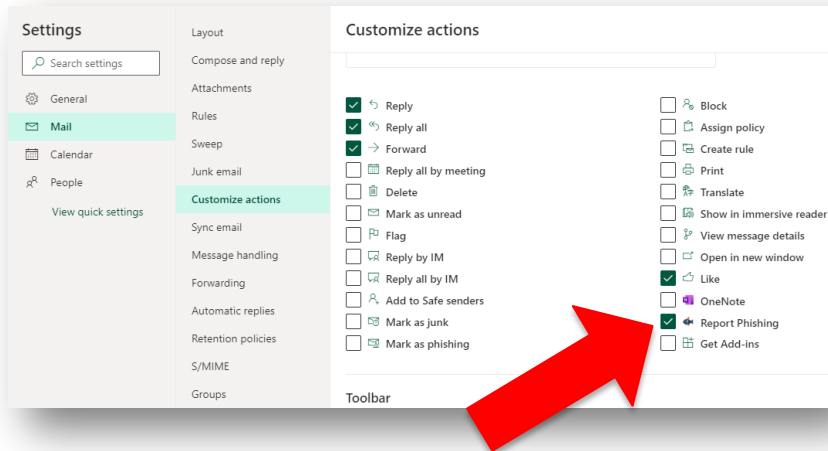
# Outlook on Microsoft 365



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)



# Outlook on Microsoft 365



## 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.