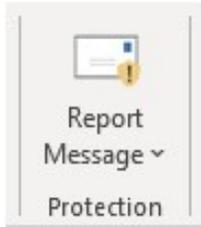


## Anti-Phishing & Anti Junk Mail Tool

The Outlook client software will need to be restarted to utilize all the Report Message button features. The button will be within the Outlook ribbon on top of your inbox, which looks like this:



The process of flagging a suspicious email is straightforward, keeping in mind that each version of Outlook may look slightly different:

- 1.) While viewing the message, select the "Report Message" option from the Outlook ribbon
- 2.) Select the appropriate option (Junk, Phishing, etc.)

***If you receive a phishing or even junk email in your inbox, please use the Report Message add-in to identify the message to help improve our email filters.***

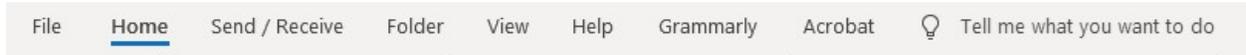
Should you have questions on whether or not a message is a JUNK or a PHISHING attempt, please use the guide below:

1. JUNK: Junk mail, sometimes referred to as Spam, is typically unsolicited, of a commercial nature (e.g., advertising), and usually sent in bulk. These messages may be treated similar to the way we would treat the garbage we get our snail mail and can simply be deleted. Some of the protections in Office365 help identify as Junk and put them in your Junk folder, so items already there do not need to be reported. We generally discourage users from even opening messages in their Junk folder. If the user is absolutely certain that a message has been incorrectly classified as Junk, they can: *highlight the message, click on Report message, then select Not Junk* to move the item back to their Inbox and help "tune" the Office365 Junk filters.
2. PHISH: While they *can* be similar to SPAM, phish messages also carry a heavy dose of malicious intent - attempting to collect information from Internet users, to be used for illicit purposes (such as potential identity theft, embarrassment, ruined reputations, and harassment, disrupted operations of accounts, compromise of brand integrity for businesses and loss of data, spread of malware, or theft of intellectual property.)

**Examples of how the Report Message options may appear are below:**

# OUTLOOK APP

Please make sure you're on the HOME tab



Then, look for the REPORT MESSAGE (Upper right)

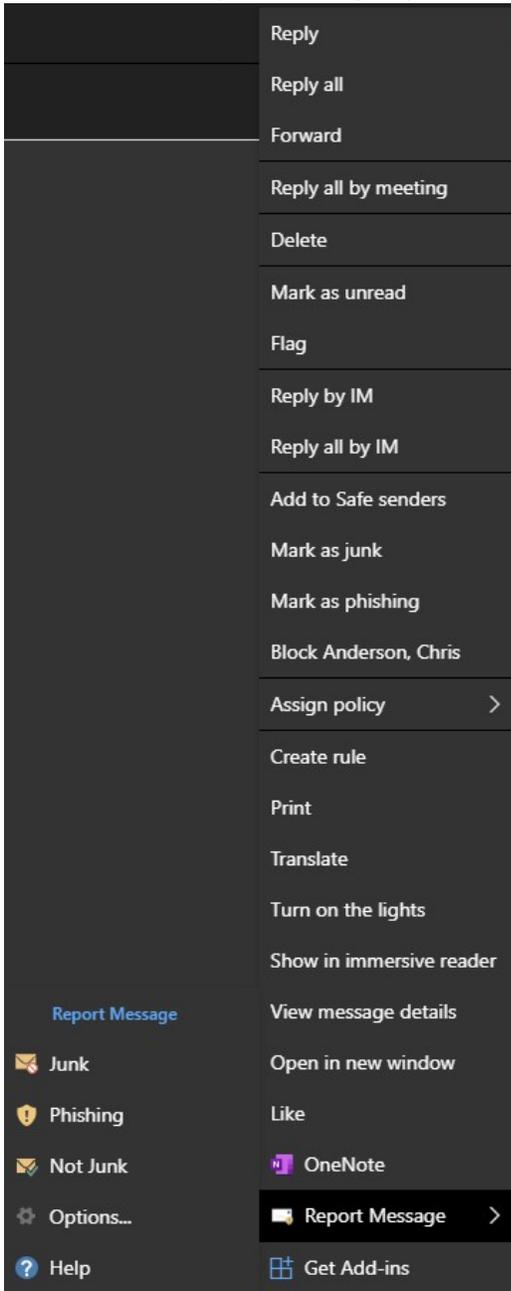


## WEB VERSION

Go to the email, and click on the more actions option (the three dots)



Then select the Report Message Option



Please direct any questions to the Technology Resource Center at [trchelpdesk@smsu.edu](mailto:trchelpdesk@smsu.edu) or 507.537.6111.