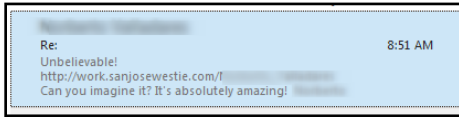


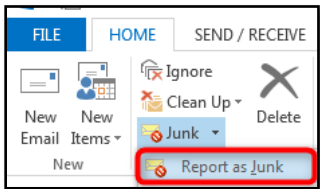
How to Report Junk and/or Phishing Emails

Report Junk Email (Outlook Users)

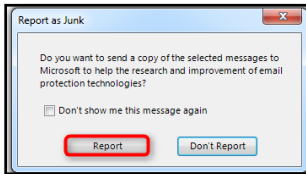
1. Select the message that you want to report as junk.



2. On the Outlook ribbon, click **Junk** and then click **Report as Junk**.



3. The **Report as Junk** dialog box opens. If you're sure that you want to submit the message you selected as junk, click **Report**.

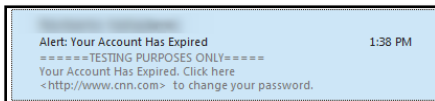


Note: If you do not want to receive this confirmation message when submitting junk messages, check '**Don't show me this message again**'.

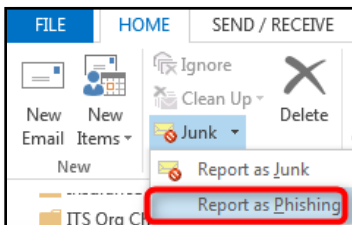
4. The selected message will be sent to Microsoft for analysis and moved to the Junk Email folder. To confirm that the message has been submitted, open your **Sent Items** folder to view the submitted message.

Report Phishing Email (Outlook Users)

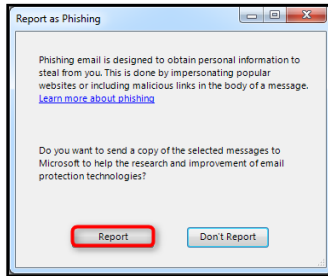
1. Select the message that you want to report as phishing.



2. On the Outlook ribbon, click **Junk** and then click **Report as Phishing**.



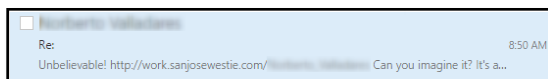
3. The **Report as Phishing** dialog box opens. If you're sure that you want to submit the message you selected as phishing, click **Report**.



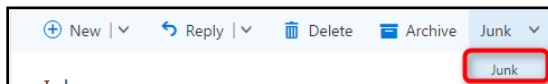
4. The selected message will be sent to Microsoft for analysis and moved to the Junk Email folder. To confirm that the message has been submitted, open your **Sent Items** folder to view the submitted message.

Report Junk Email (Outlook Web Users)

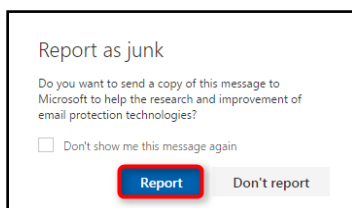
1. Select the message that you want to report as junk.



2. Click the down arrow to the right of 'Junk' and click **Junk**.



3. The **Report as Junk** dialog box opens. If you're sure that you want to submit the message you selected as junk, click **Report**.

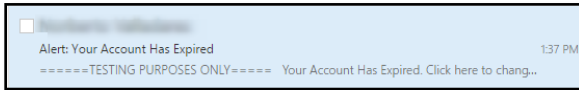


Note: If you do not want to receive this confirmation message when submitting junk messages, check **'Don't show me this message again'**.

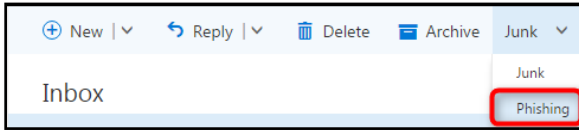
4. The selected message will be sent to Microsoft for analysis and moved to the Junk Email folder. To confirm that the message has been submitted, open your **Sent Items** folder to view the submitted message.

Report Phishing Email (Outlook Web Users)

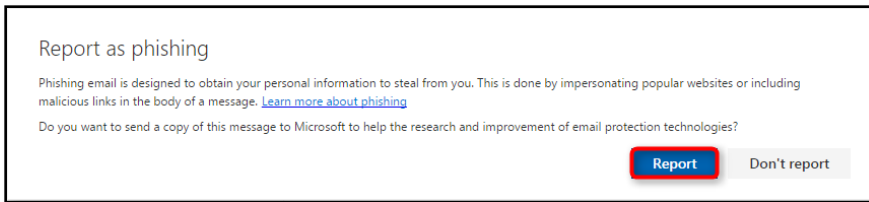
1. Select the message that you want to report as phishing.



2. Click the down arrow to the right of 'Junk' and click **Phishing**.



3. The **Report as Phishing** dialog box opens. If you're sure that you want to submit the message you selected as phishing, click **Report**.



4. The selected message will be sent to Microsoft for analysis and moved to the Junk Email folder. To confirm that the message has been submitted, open your **Sent Items** folder to view the submitted message.