



ITS – Report a Phish Button

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Table of Contents

[Overview](#)

[Outlook Desktop Client](#)

[Outlook Web Client](#)

[Outlook for Android and Apple](#)

Overview

This document explains how to use the “Report a Phish” button on the various Outlook clients.

Responsibility

All Niagara College Email users

Definitions

Phish – A phish, or phishing email is an email message that is trying to lure you to click on a link, open an attachment, download a file, enter your username and password, or perform any other task that could put your computer or the Niagara College network at risk.

Spam – Spam is an email message that is unsolicited and usually sent in bulk to a large number of recipients. Spam emails are often marketing or newsletter type emails and can be unsubscribed from.

Related documents

None



Overview

It is so easy to fall for a phishing email these days since they look so convincing and could even appear to come from a trusted source known to us. With a little education, we can confidently identify, report, and delete suspicious emails when we receive them. Reporting phishing emails is an especially important step to securing the college networks. Reporting allows us to investigate the email and help us to protect other users who may have received the same email.

This document introduces the new “Report a Phish” button which you may have noticed in your Microsoft Outlook Client. This button allows you to report any suspicious looking email messages directly from your Outlook client, whether on Windows, Web or Mobile (Android as well as Apple).

If you notice a suspicious looking email message in your inbox, follow the steps in the sections below to report it to the ITS Security team.

If you have any difficulties reporting emails, please reach out to the IT Service Desk for support.

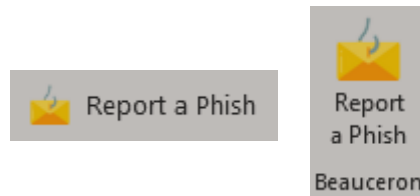
[Outlook Desktop Client](#)

[Outlook Web Client](#)

[Outlook for Android and Apple](#)

Outlook Desktop Client

1. Select the suspicious email in your inbox.
2. Select the report a phish button near the top right corner of your Outlook client.



3. Answer the questions and click “Report Email”.

Beauceron PhishForward ×

Why are you reporting this email?

I think it's spam and/or I don't want it

I think it's malicious and/or phishing

I think it may be legitimate but I'm not sure

Have you interacted with this email before reporting?

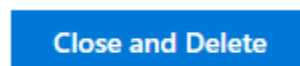
Yes, I clicked on a link, opened an attachment, replied to the message and/or forwarded it to someone else

No, I just want to report it

Please enter any additional comments you wish to include with your report:

Report Email

4. Finally, click on “Close and Delete”

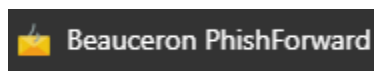


Outlook Web Client

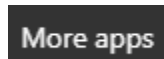
1. Select the suspicious email in your inbox.
2. Click on the “Report a Phish” button in top right corner of the email (indicated by yellow square)



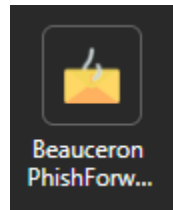
If you do not see the icon indicated by the red square, click on the 3 dots indicated by the blue square and select “Beauceron PhishForward” from the dropdown menu.



If you still do not see the Beauceron PhishForward button, select “More apps”

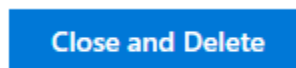


And then select the “Beauceron PhishForward” button.



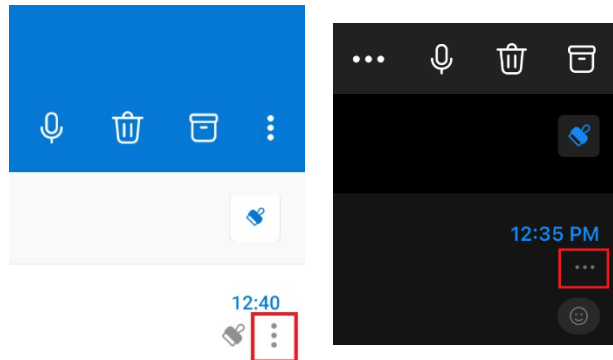
3. Answer the questions and click on report email.

4. Finally, click on “Close and Delete”

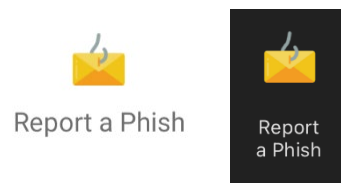


Outlook for Android and Apple

1. Select the suspicious email in your inbox.
2. Tap on the 3 dots near the time stamp of the email. Note: there is 2 sets of dots, you want to tap on the lower set of dots near the time stamp of the email. (indicated by red square)



3. Tap on the “Report a Phish” button. Note: you may need to scroll to see it.



4. Answer the questions and click on report email.

× Beauceron PhishForward

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Close and Delete