Everyone should now have access to the Phish Alert button in their Outlook email client. This will appear different ways on different devices such as phones but the concept and icon will be the same. Below are detailed directions and screenshots for using the Phish Alert Button.

Note: if you believe the email is merely spam, undesired marketing emails and not malicious, please just move them to your Junk folder.

Desktop Outlook Client:

Look for the "Phish Alert" button on the right-hand side of the Home or Message tabs ribbon.

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File Home S	end / Receive Folder View Help (Tell me what you want to do				
New New Email Items - New	re n Up * Delete Archive Delete Respond	Meeting Customer Com To Manager To Manager Team Email One Reply & Delete Create New Quick Steps	Move Rules	Assign Unread/ Categorize Follow olicy* Read * Up* Tags	New Group New Group Browse Groups Groups Groups Filter Em	le Book ail * Aloud Acurins Report Speech Adugs Phish Alert
▲ Favorites	K Search Current Mailbox	Current Mailbox + 🛛 🖓 Reply 🛱 Reply All	San			
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Browser (Chrome, Edge, Firefox, Safari, etc) Email:

The "Phish Alert" button can be accessed by clicking the three little dots in the upper right hand corner of the email and then selecting the button in the drop down menu that opens.

Messa	ge Center Major Change Update Notification		
0	Some content in this message has been blocked because the sender isn't in your Safe senders list. I trust content from o365mc@microsoft.com. Show blocked content		
	Office365 Message Center <0365mc@microsoft.com> Tue 10/6/2020 6:02 PM To: Daniel Witcher		
		Reply all	
		Forward	
	Organization: CROWDER COLLEGE	Other reply actions	>
	Introducing Designer in Word MC223444	Delete	
	Major update: Announcement started	Mark as unread	
	Applied To: All	Flag	
		Add to Safe senders	
	We're introducing Designer in Word for the web, a feature which offers formatting consistency and style variety for every document.	Security options	>
	Key points	Print	
	Microsoft 365 Roadmap ID 63455	View	>
	Iming: targeted release now, standard release early November Roll-out: tenant level	OpeNets	
	Control type: user control Action: review and assess	🛃 Phish Alert	
	(How this will affect your organization)	11	
	Designer helps writers create documents with a consistent look-and-feel. It provides a variety of themes to help writers create documents that better ideas visually.	Advanced actions	>

Outlook mobile app (Android):

1. Open an email, tap the three dots at the top-right of the screen.



2. The Phish-Alert button will appear. Tap the Phish-Alert button.

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Safety recall for your ve	hicle			
Note to self				rday I
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Image				
Keply				
Forward				
Delete				
Phish Alert More Add-Ins				
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Outlook mobile app (iOS; Apple)

1. Open an email, tap the three dots at the top-right of the screen.





Dear Valued Customer,

Your auto manufacturer has issued a safetyrelated defect for certain vehicles matching your make and model year. If your car is included in this recall, take your vehicle to your local certified service center and the repairs will be completed at no cost to you.

Please <u>click here</u> to see if your vehicle qualifies under this program.

Thank you,

NHTSA

National Highway Traffic Safety Administration



2. The Phish-Alert button will appear. Tap the Phish-Alert button.

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Dear Value	d Customer				
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this recall,	take yr r ve	ehicle to	your le	ocal	
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Finish reporting the email as phishing

1. After having clicked the Phish Alert button, a prompt will ask you if you are sure you want to report the email as a phishing email. Tap the Phish Alert button to finish reporting the email.



b. If the popup begins with the words "Thank you ...", the email was not one of the simulated phishing emails sent as part of the phishing awareness campaigns.

Phish Alert-KnowBe4 PhishAlert Button	>
Thank you for reporting this email to your security team. Because of people like you, Crowder College is more sec	ure!
	Ok