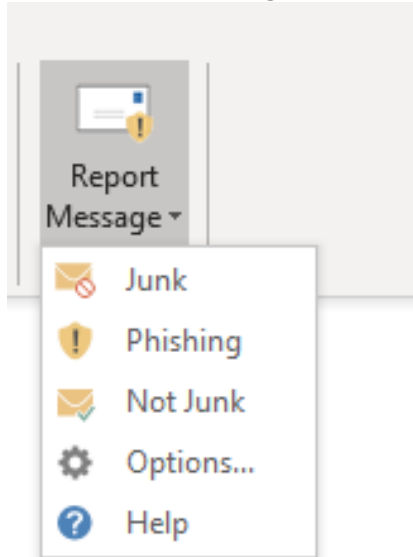




## How To: Report E-mail

### Reporting E-mail from Outlook Desktop Application:

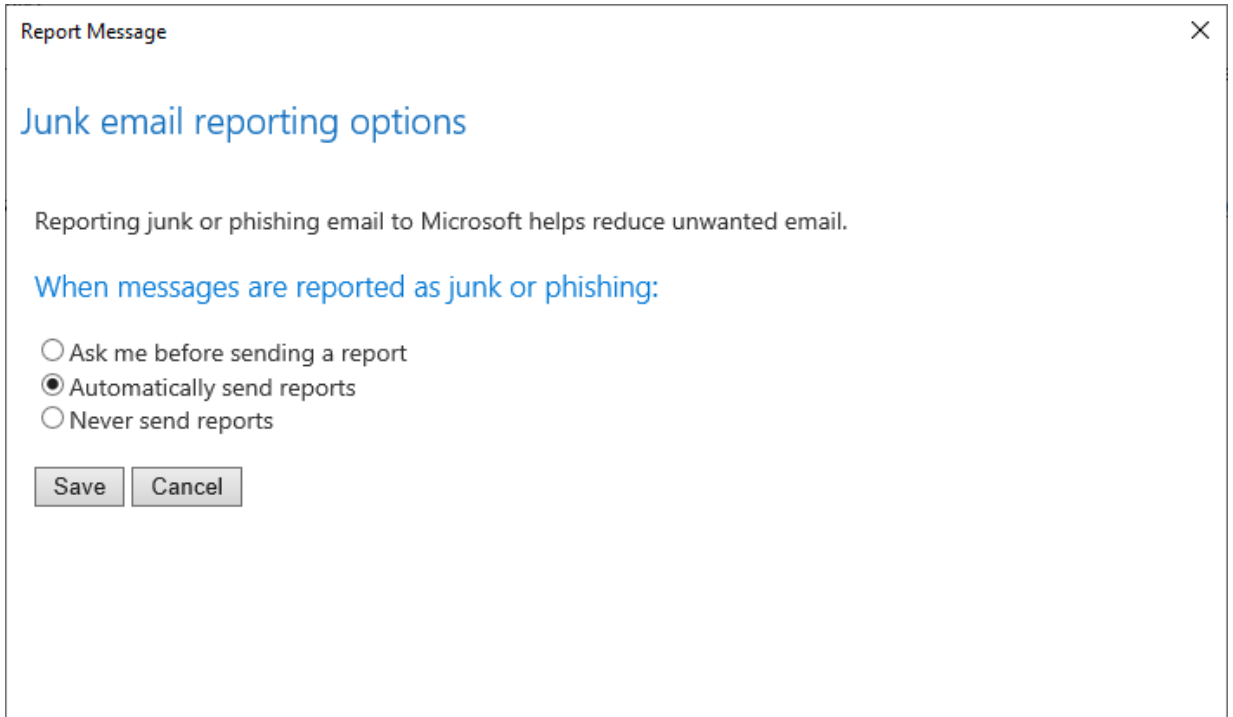
1. Click **Report Message** > **Select an option from the list**



*Please Note:* There is also an option to select '**Phishing**' from the Report Message icon. Please report all Phishing emails this way. A Phishing email is an email that tries to steal your username and password by tricking you to 'log in' to a fake or compromised website.

*Remember:* ITS will NEVER ask you to 'verify' your account via E-Mail.

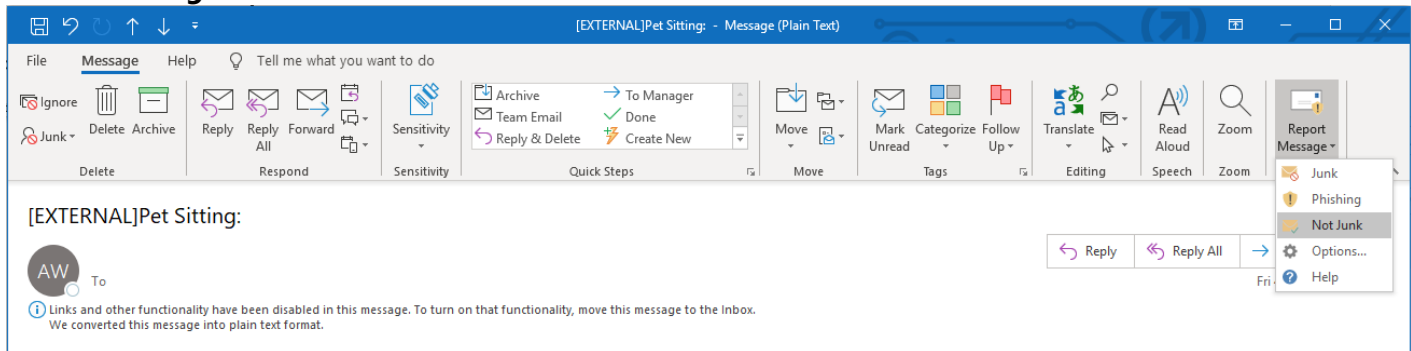
2. If you see the message below, **Select:** 'Automatically send reports'  
**Click: Save**



## Reporting 'Not-Junk' E-mail from Outlook:

If you are using the Outlook Desktop Application, you will have to mark messages that were sent to the Junk folder on accident as 'Not Junk' using the **Report Message** button.

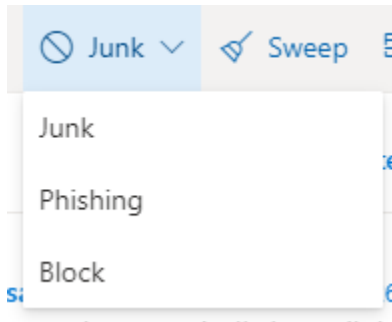
3. Navigate to the Junk Email folder > Open the message that is not junk > **click: Report Message > Not Junk**



## Reporting E-mail using Outlook Web App (OWA/Office 365)

### How to report E-mail OWA:

1. Sign in to your Office 365 account using a web browser.  
From Office 365 Outlook – Click: **Junk > Select an option**



### How to report 'Not Junk' E-mail OWA:

1. Sign in to your Office 365 account using a web browser.  
From Office 365 Outlook – Select the email in the Junk Email folder **Click: > Not Junk**

