

If you receive an email that you recognize as **Spam** or **Phishing**, Outlook now has a one-step **Report** tool.

If you know that this email is Spam or Phishing,

What to do: If you know that this email is Spam or Phishing,

1. Do **not open** the email. Instead, use the **up and down arrow keys** to highlight the suspected message.
2. Once the email is selected, click the **Report** button (highlighted in the red square).
3. This will send a report directly to the help desk and help improve our email filtering.

If you're ever unsure whether an email is legitimate, you can **submit a DAS request** to have the email verified.

Thank you for helping us maintain a secure email environment!

