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!

File Home	Send / Receive	Folder	View	Help	Grammarly					
New New Email Items ~	[ⓒ Ignore [ⓒ Clean Up ∽ │ⓒ Block ∽	Delete Ar	- (eport	Reply Reply Forward	rd 🛱 Meeting	Share to Teams	Pi 1 Imp M Team ← Reply	oortant - Email / & Delete +	
New Delete			R	eport	Respond Teams				Quick S	
✓ Favorites Inbox - Greg.Tremo@dashealth.com 3			× 31	All Unread						
Sent Items - Greg.Tremo@dashealth.com Deleted Items - Greg.Tremo@dashealth.com			43	19	Should we always forward these weird emails to				Fw: Secure BOLC you?	
Drafts - Greg.Tremo@dashealth.com Outbox - Greg.Tremo@dashealth.com			[1	[17]	Greg Tremo From: Greg Tremo ≺ gregtremo@+				FW:	
					Gree	Tremo			Check network	