

NWCCD Information Technology Services

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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 usernameand 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** > **Report**

(That email is now sent to your Junk Email folder within Outlook)

Report Message - https://ipagave.azurewebsites.net/ReportMessage/FunctionFile.html///ReportMessage/ReportingConfirmation.ht	\times	
Report as junk		
Do you want to send a copy of this message to Microsoft to help the research and improvement of email protection technologies?		
□Don't show me this message again.		
Report Cancel		
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Reporting 'Not-Junk' E-mail from Outlook:

If you are using the Outlook Desktop Application, you will have to mark messages thatwere 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,
- **4.** Select > ReportMessage (like shown in #1 above) > Not Junk

B90↑) ↑ ↓ マ [EXTERNAL]Now serving: free entertainment 24/7 - Message (Plain Text)								西 -	- 🗆 X
File Message	Help Acrobat	Q Tell me what	you want to do							
Delete Archive	← Reply 🛱 ≪ Reply All 🛱 ~ → Forward 🛱 ~	 ➡ Shipping Notifi ➡ To Manager ➡ Team Email 	∧ ✓ Move v ✓	∽ Mark Unread Categorize → Follow Up →	Translate → ↓ →	Read Aloud	Zoom	Share to Teams	Send to OneNote	Report Message ~
Delete	Respond	Quick Steps	آعا Move	Tags 🖓	Editing	Speech	Zoom	Teams	OneNote	📃 🤜 Junk
[EXTERNAL]Now serving: free entertainment 24/7									1 Phishing → □ Not Junk	
The Roku Channel <roku@email1.roku.com></roku@email1.roku.com>									4/! Options	
🕧 Links and other functionality have been disabled in this message. To turn on that functionality, move this message to the Inbox.										🕜 Help
CAUTION: TI nd know the conte	message into plain text fo his email originated fro nt is safe.	ormat.	nization. Do not clic	k links, open attach	ments, or corresp	oond with t	he sende	er unless yc	u recognize	the sender

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.
- 2. Select > Outlook
- 3. Select > Junk > Report





- 1. Sign in to your Office 365 account using a web browser.
- 2. Select > Outlook
- 3. Select the email in the Junk Email folder
- 4. Select > Not Junk



