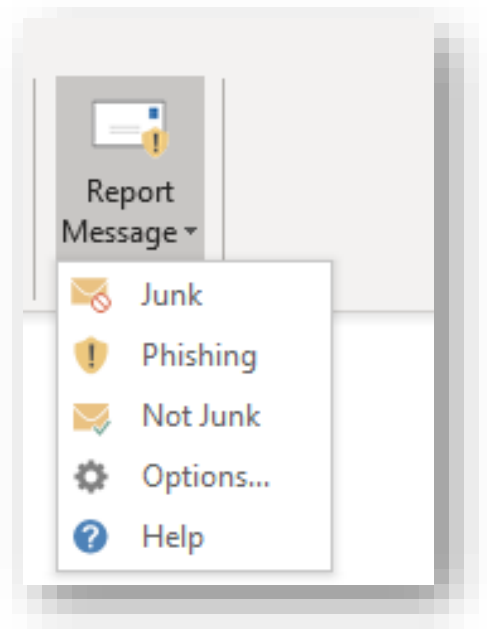




# How To: Report E-mail

## Reporting E-mail from Outlook Desktop Application:

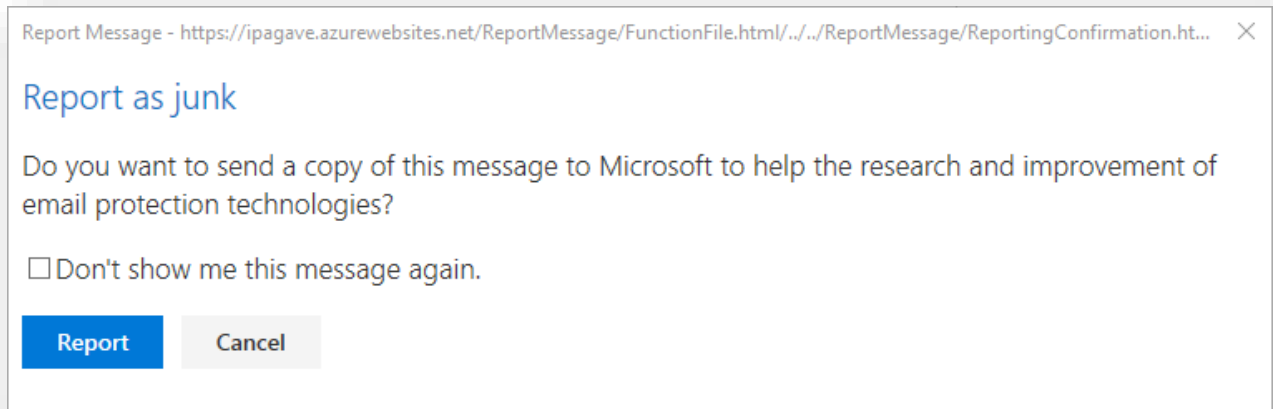
1. Click **Report Message** > Select an option from the list



**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.

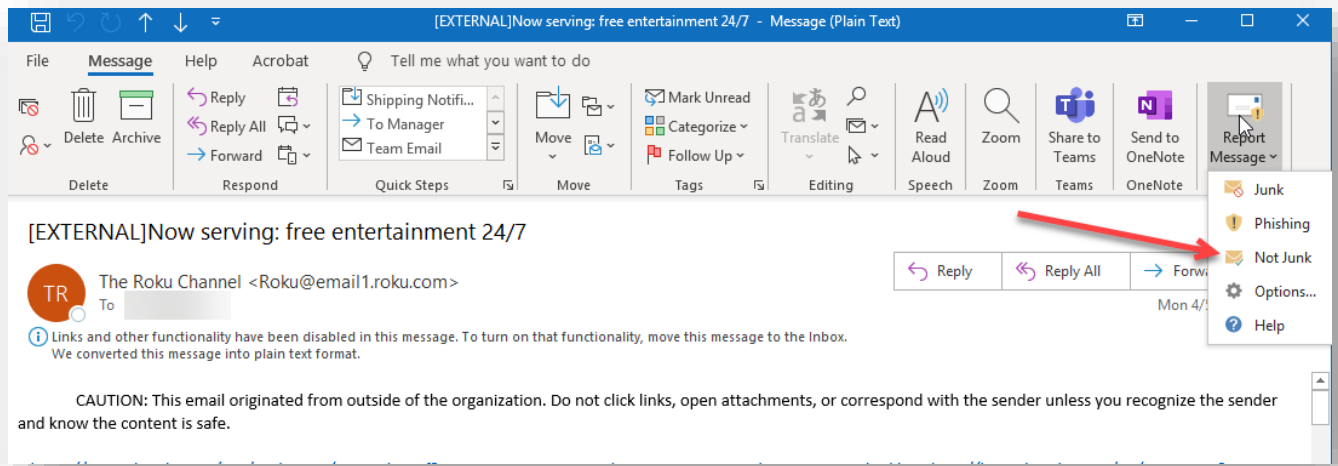
2. If you see the message below, **Select > Report**  
(That email is now sent to your Junk Email folder within Outlook)



## 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.

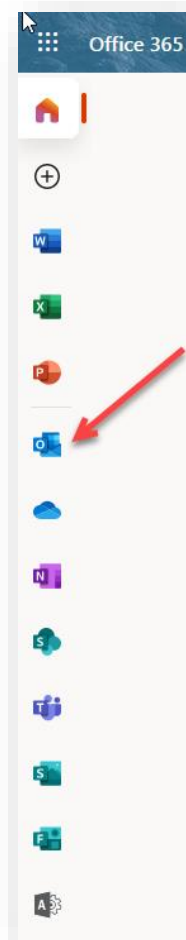
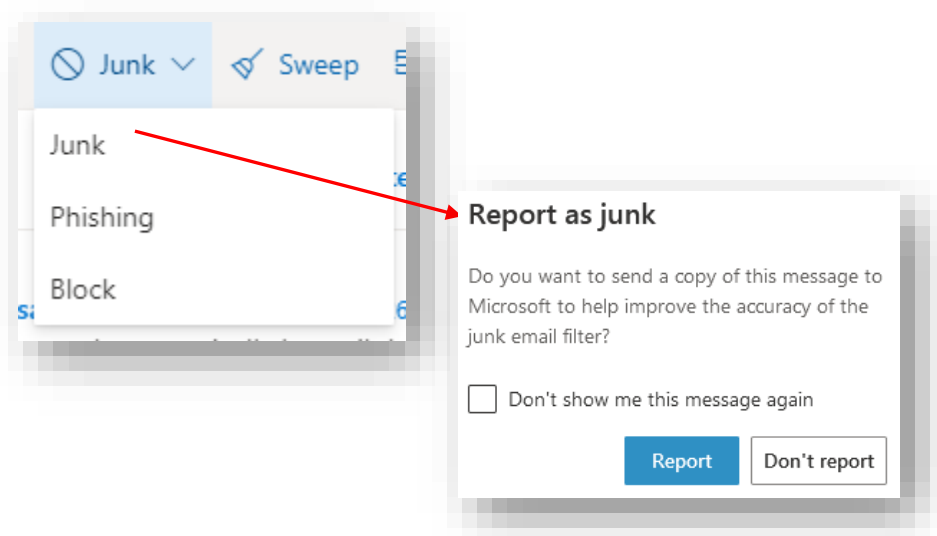
3. Navigate to the **Junk Email** folder, Open the message that is not junk,
4. **Select > ReportMessage** (like shown in #1 above) > **Not Junk**



# 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.
2. **Select > Outlook**
3. **Select > Junk > Report**



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

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**

