

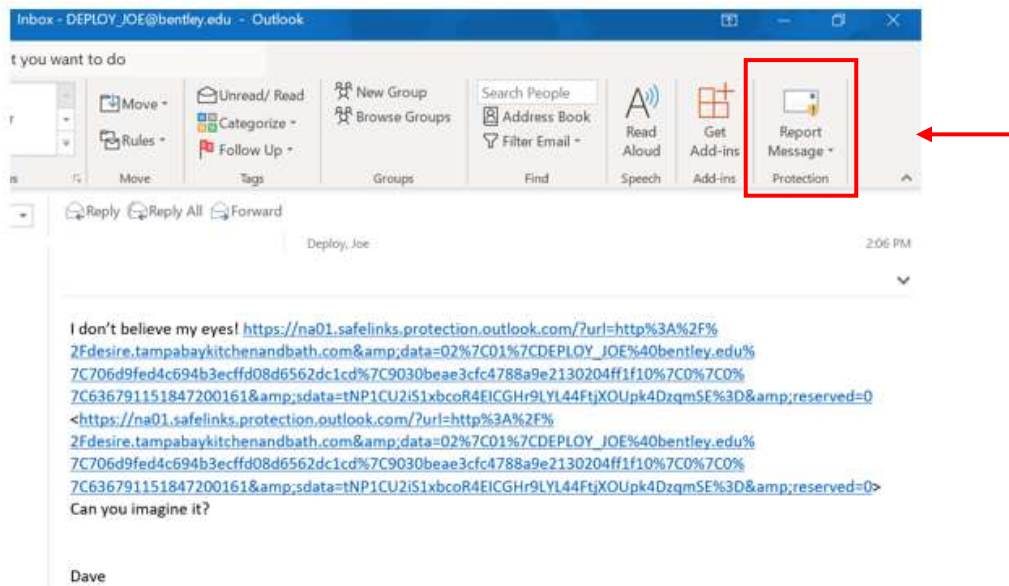
Instructions on Reporting a Phishing Email

Reporting phishing emails helps Bentley better secure the University's environment. In just a couple clicks, you can report a phish. There are reporting buttons in both the Outlook client and the web version of Outlook (Office365). Reports of phishing attempts are forwarded to both Microsoft and phishbowl@bentley.edu ; they help reduce the proliferation of that phish inside and outside of Bentley.

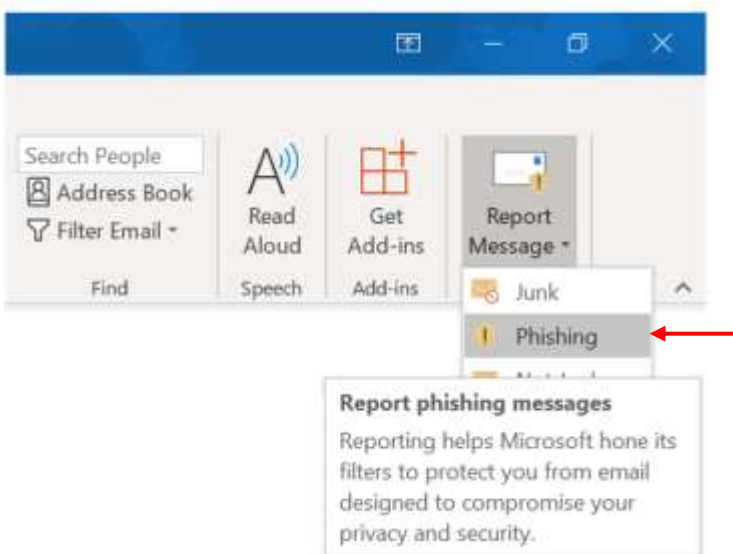
From Outlook Client - How to Report a Phish

If you receive a suspicious email, please report it by following the instructions below:

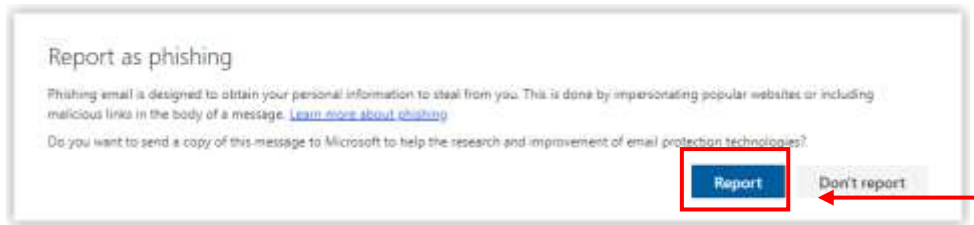
- Click on the email in your inbox but **DO NOT CLICK/OPEN** any links or attachments
- Select **"Report Message"** from the upper right corner of the ribbon



- From the drop down "Report Message", select **"Phishing"**



- Next, after you see the pop-up box to **“Report as phishing”**, click **“Report”**



That's It! You Did It! Thank You for Your Help Securing Bentley!