

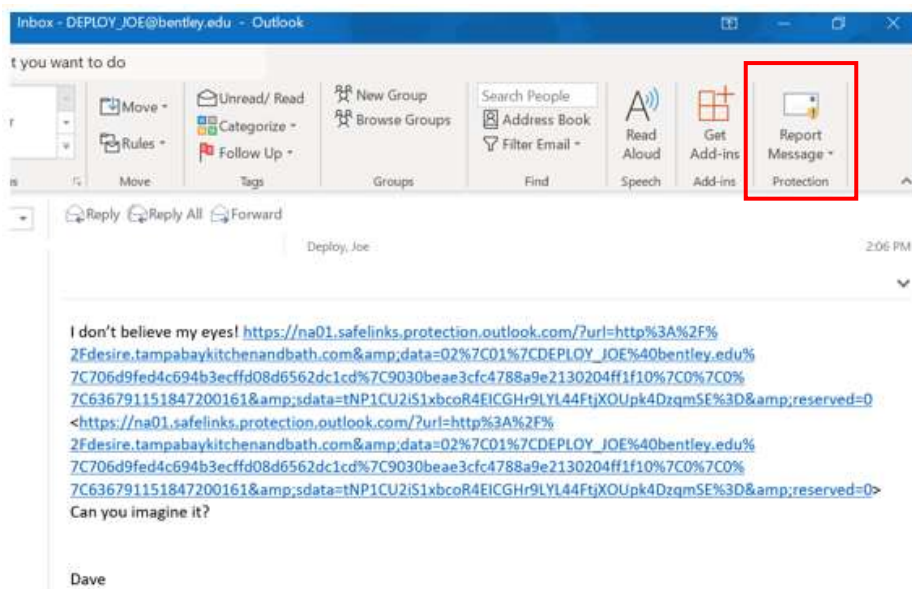
Instructions on Reporting a Phishing Email

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.

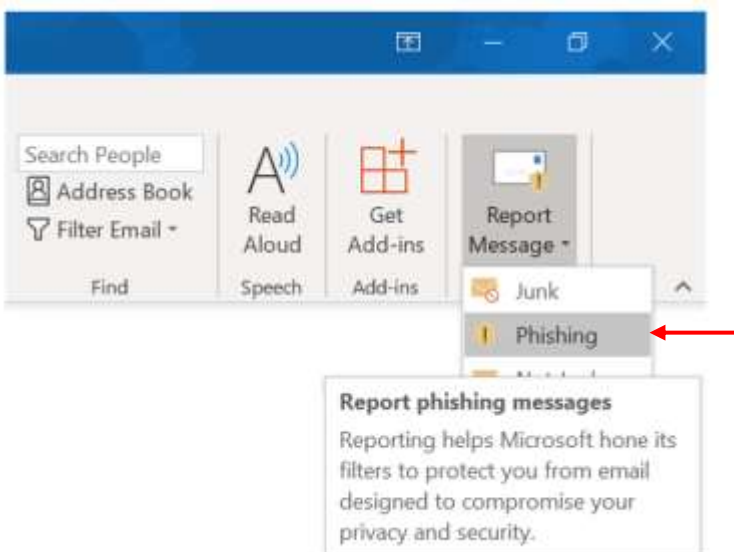
From Outlook Client - How to Report a Phish

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, when you see a pop-up box to **“Report as phishing”**, click **“Report”**

Report Message

Report as phishing

Phishing email is designed to obtain your personal information to steal from you. This is done by impersonating popular websites or including malicious links in the body of a message.

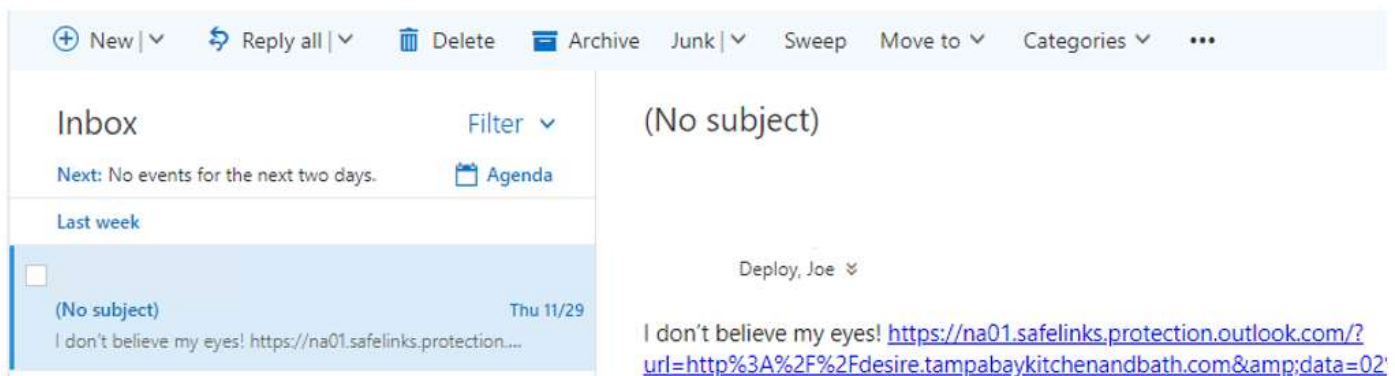
Do you want to send a copy of this message to Microsoft to help the research and improvement of email protection technologies?

Report

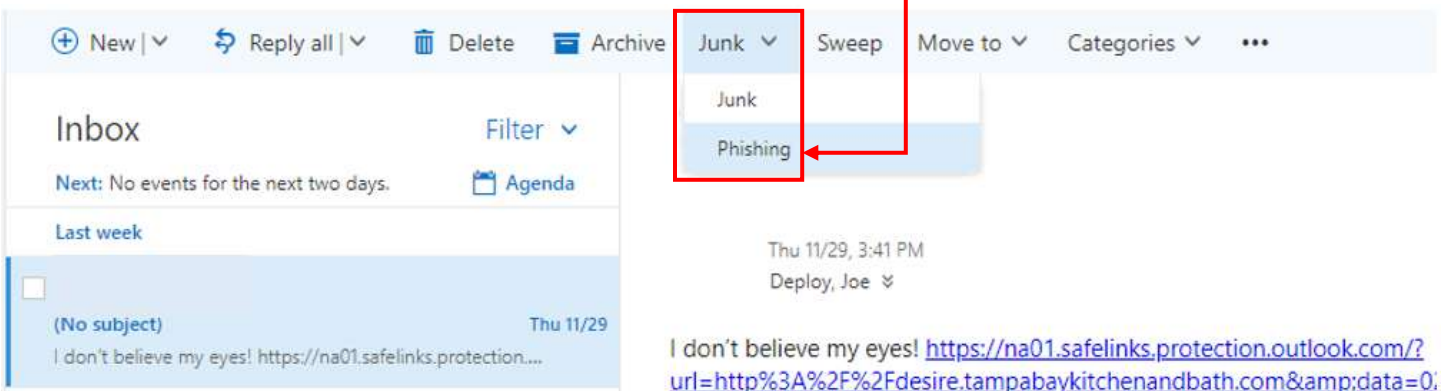
Don't Report

From Outlook Web (Office365) - How to Report a Phish

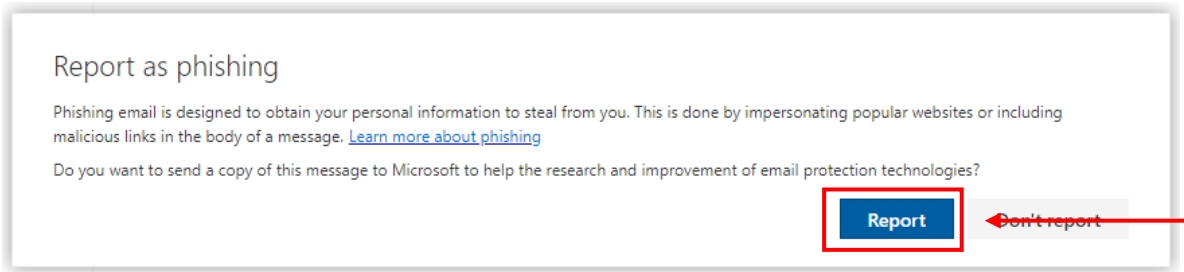
- Click on the email in your inbox but **DO NOT CLICK/OPEN** any links or attachments



- Click **“Junk”** on the ribbon above the email
- From the drop down, 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!