

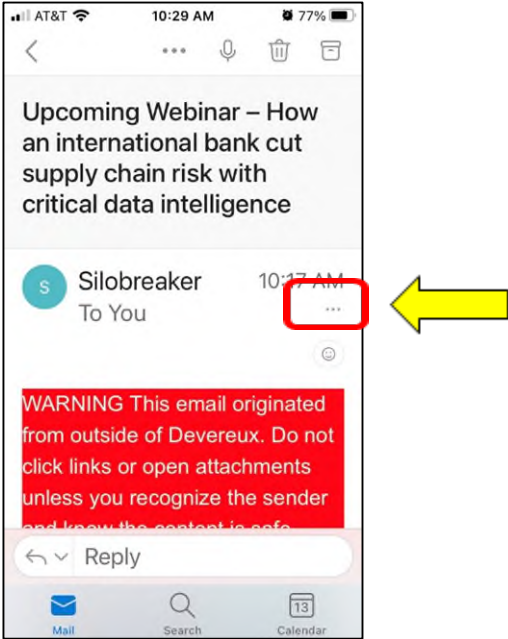
Phish Alert Reporter

Devereux users have the ability to report suspicious emails they receive. See below options for making these reports.

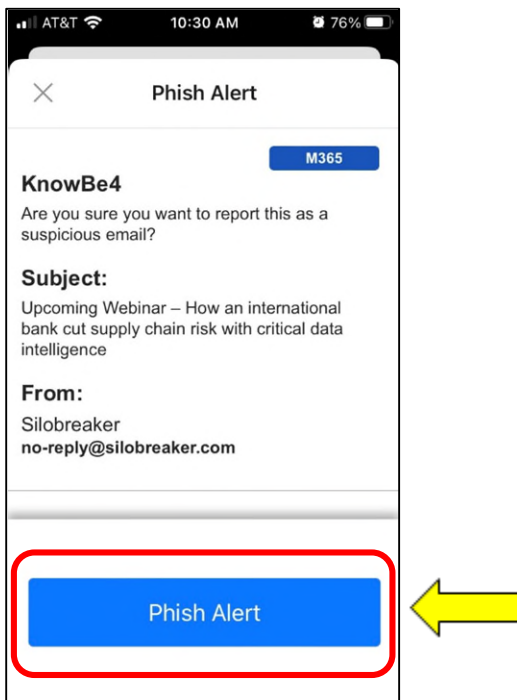
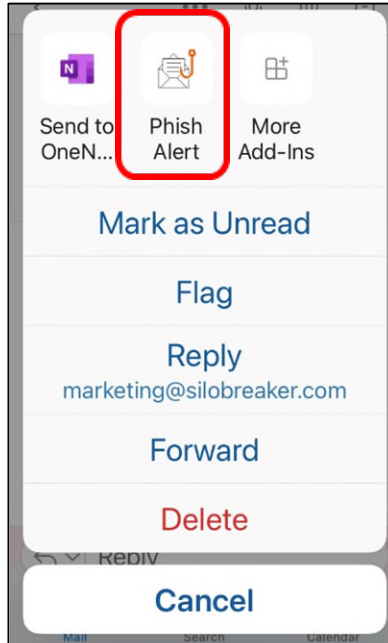
Remember, if you fall for a phishing email and give up your username and password, or think you downloaded malicious software, or otherwise may have engaged in risky behavior, please be proactive and contact the Help Desk right away for guidance: 800-969-4310.

OUTLOOK APP – On your mobile device:

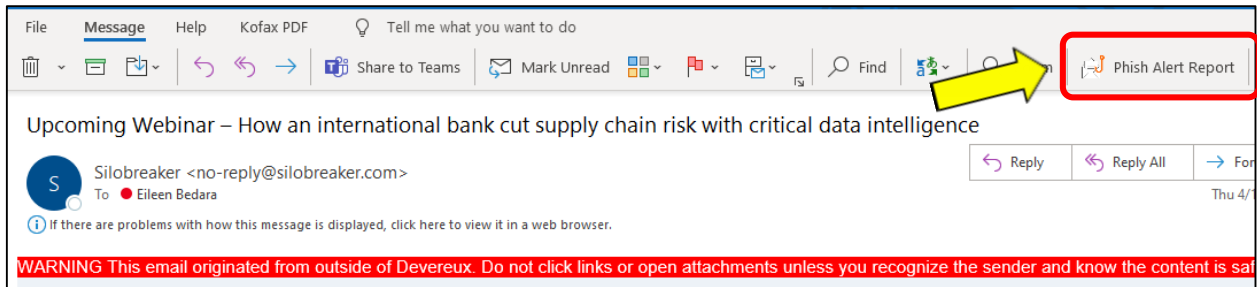
1. Open the message and click the three dots, as shown below:



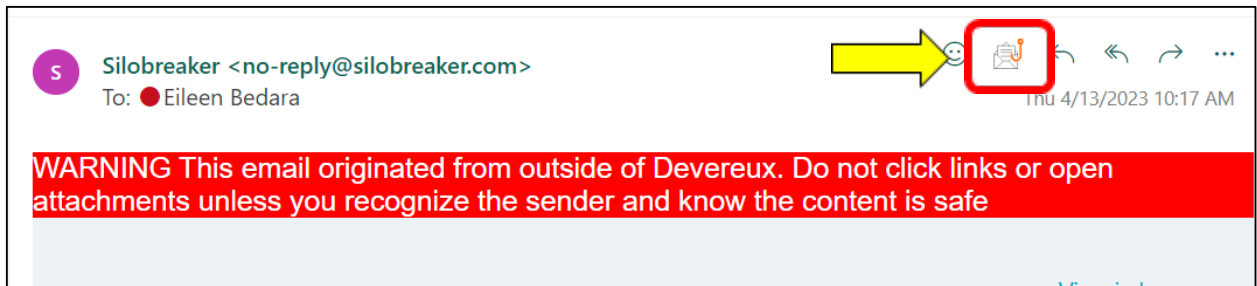
2. Click on the Phish Alert option, and on the next screen, click the blue Phish Alert button:



OUTLOOK CLIENT – Look for the Phish Alert Report button on the top of your Inbox and at the top of any opened message. Select the message you want to report and click the button. You will then be prompted, as above, with another Phish Alert button to press.



O365 (MAIL.DEVEREUX.ORG) – Look for the Phish Alert button on the top of any opened message. Click the button. You will then be prompted, as above, with another Phish Alert button to press.



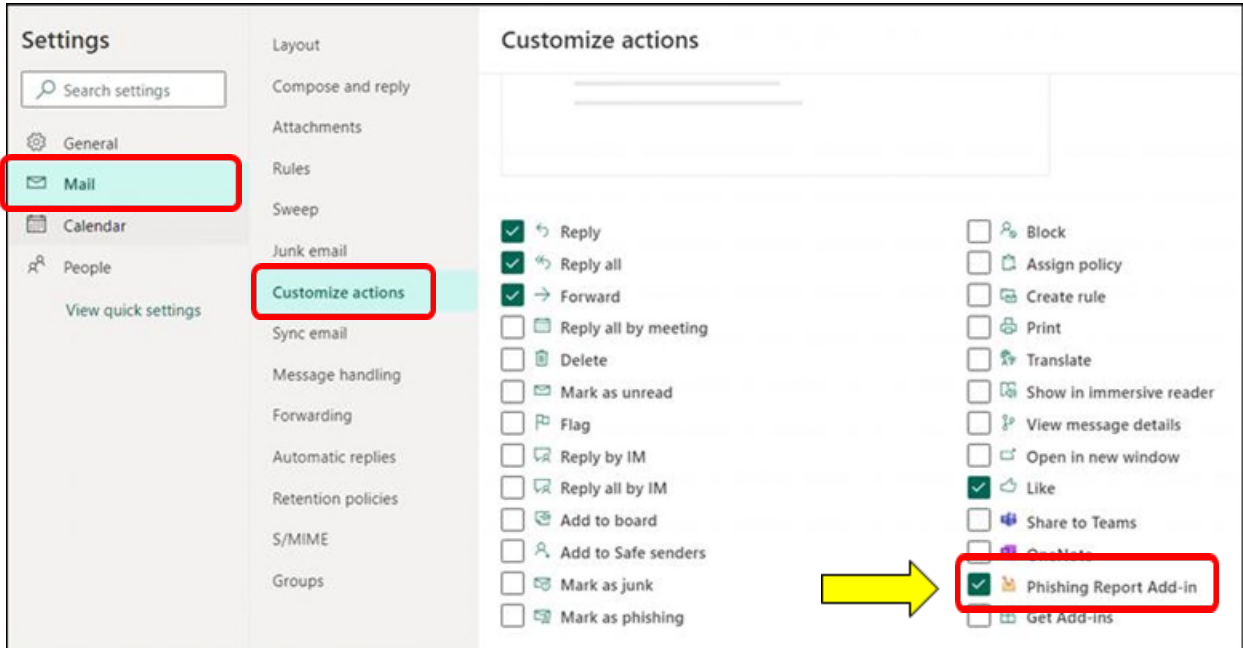
Questions?

Contact the Help Desk 800-969-4310, helpdesk@devereux.org

If you don't have the Phish Reporter button in O365, follow below one-time step to update your Mail Settings:



1. Open the Gear icon at the top of your screen and at the bottom of the list, select *View all Outlook settings*.
2. Select *Mail > Customize actions*, then check the box for *Phishing Report Add-in*, as shown below:



3. Now when you open a message in your Inbox, you will have the button to report.

Questions?

Contact the Help Desk 800-969-4310, helpdesk@devereux.org