

Phish Alert Reporting

To simplify reporting of any suspicious e-mail messages, we've implemented a "Phish Alert Report" option on your local Outlook client and on Office 365. You no longer need to forward phishing emails to the MCOE IS department. If you DO NOT see this button in your Outlook client please open a support ticket – support@marinschools.org.

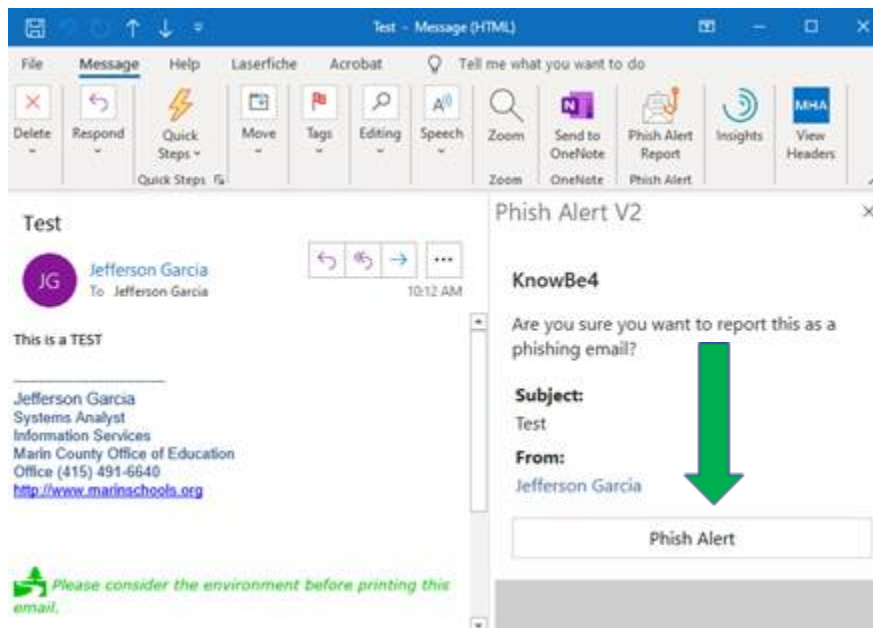
If an email submitted using the "Phish Alert Report" button is found to be a phishing email the system will automatically remove that email from our system and you will get a notice that it was indeed a phishing email. If it's found to be a legitimate email you will be notified that it is such and the email will be returned to you.

Outlook Client Phish Alert Option

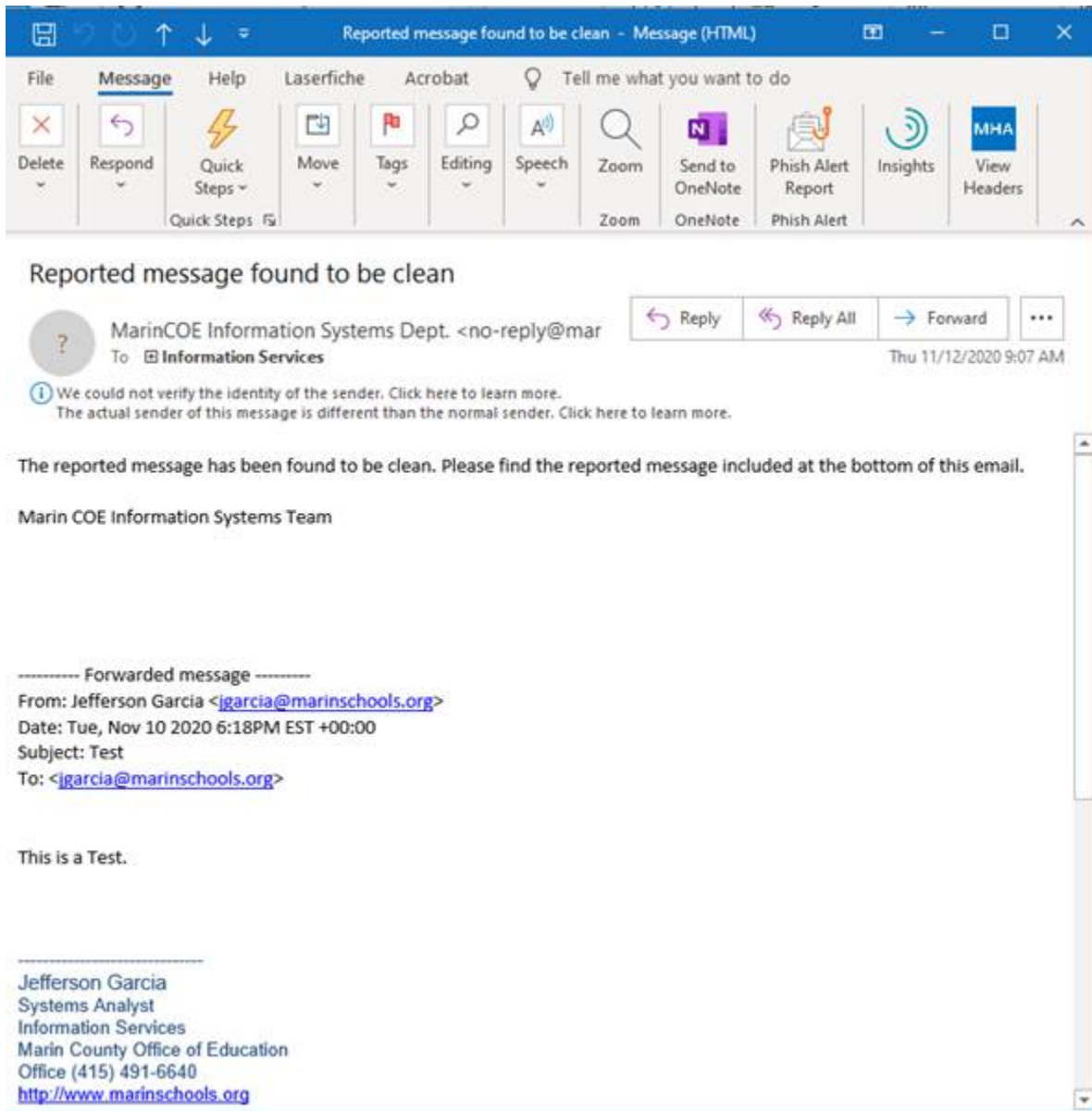
1. On your local Outlook Client, open the suspicious e-mail message and click on the "Phish Alert Report" button located on the toolbar.



2. Upon clicking the button, you'll receive a message confirming you wish to submit the malicious e-mail message for review. Simply click on the "Phish Alert" button.

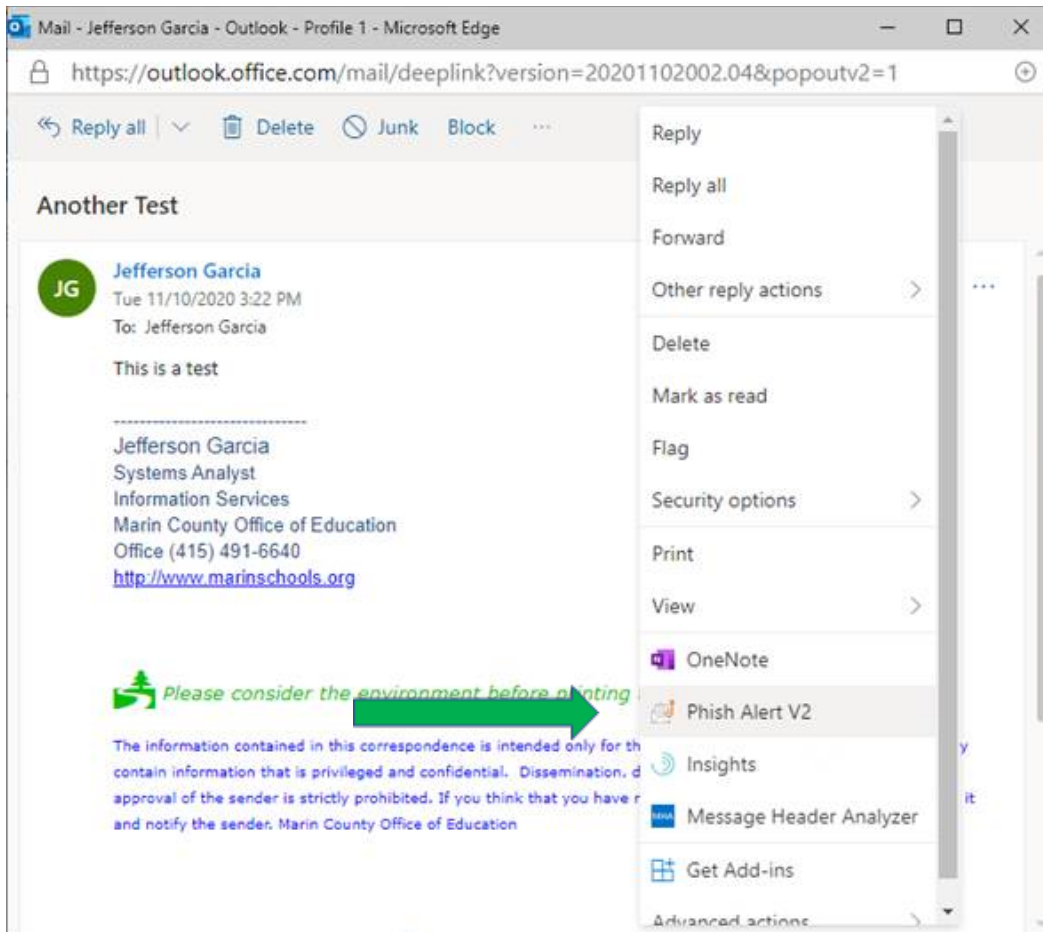


3. The e-mail message is then removed from your Inbox for review, along with other recipient mailboxes who received the same message (within the MCOE organization). This prevents anyone who may have received the same e-mail message from inadvertently clicking live links within the body of the message.
4. If the message comes back as a non-threat, you will receive a notification with the original e-mail attached for you to review (see sample below).



Office 365 Phish Alert Option

1. To report while logged into Office 365, open the e-mail message and click on the three dots from the top-right corner (see below) and select "**Phish Alert V2**".



2. Again, click on the “Phish Alert” button on the confirmation window to submit.

