

## Introduction

This guide will show you how to use the Phish Alert Button (PAB) to report any suspicious emails. When you receive a suspicious email, instead of clicking on any links or attachments, click on the Phish Alert Button within your Outlook client. This will notify the Cyber Security Team that an email needs to be investigated and the suspicious email will be removed from your Inbox.

We encourage you to report any email that makes you doubtful about its content. If you would like to learn more about what indicators to look out for, visit [Phishing and other scams](#) website.

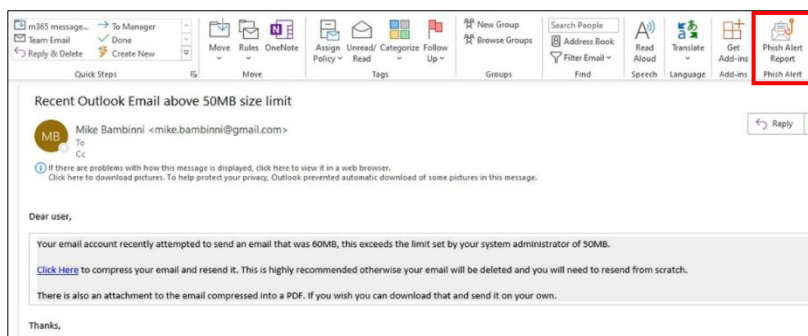
**!** **The location of the Phish Alert Button may differ depending on the device you use:** Refer to the guide below for device specific instructions. We recommend you restart your device before you use Phish Alert Button for the first time.

**!** **Currently the Phish Alert Button functionality is not supported on shared mailboxes:**  
 To report a suspicious email from a shared mailbox, forward it to [reportaphish-sharedmailbox@griffith.edu.au](mailto:reportaphish-sharedmailbox@griffith.edu.au).

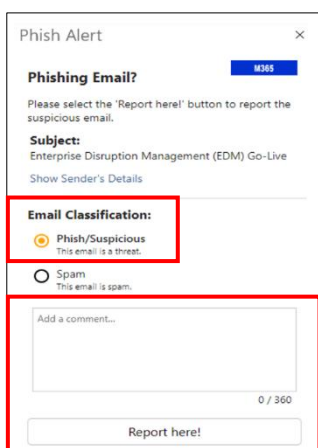
**!** **The Phish Alert Button functionality is not supported on mobile web browsers:**  
 Mobile browser users are requested to download and install the appropriate Outlook app to access the Phish Alert button.

## Outlook Desktop Client (Windows and MacOS)

- 1 Select the email you wish to report then click on the **Phish Alert Report** button (located in the top ribbon).



- 2 A pop-up message will appear.
  - a) Under Email Classification ensure **Phish/Suspicious** is selected.
  - b) Enter any additional comments on why you are reporting the email as suspicious. For example:
    - o This email looks suspicious because it is missing the correct signatures
    - o I have clicked on the link in the email
    - o I have opened the email attachment.
  - c) Click **Report here!** to submit.



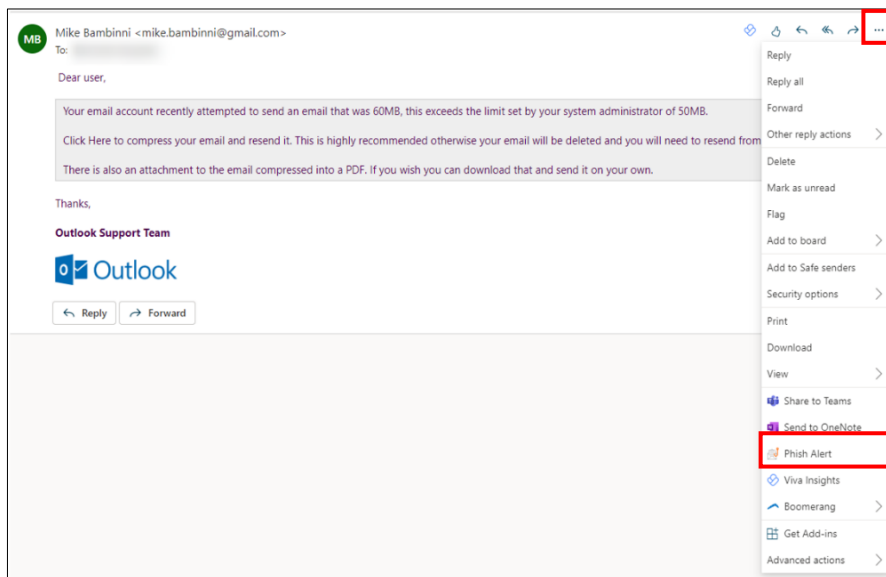
- 3 Once submitted, the below confirmation message will display on your screen. Click **X** to close.



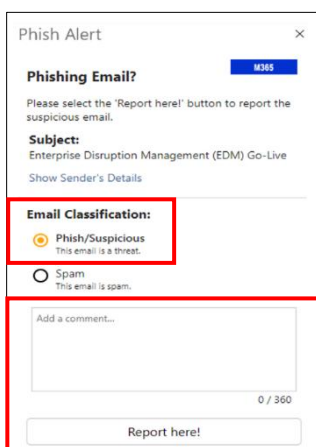
The Cyber Security Team will investigate the reported email and provide you with an outcome of the investigation. The suspicious email will automatically be removed from your inbox. No further action is required.

## Outlook Web App (Windows or MacOS)

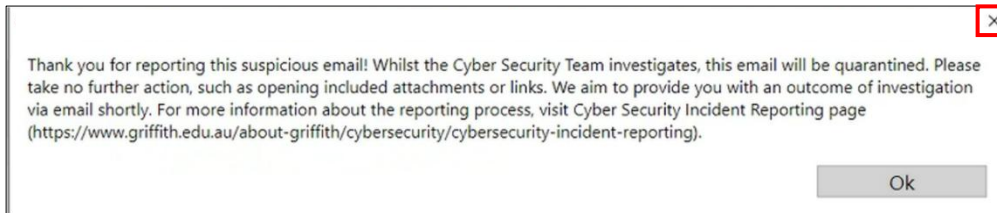
- 1 Select the email you wish to report. Click on the three dots ... at the top-right of the email then select **Phish Alert**.



- 2 A pop-up message will appear.
- Under Email Classification ensure **Phish/Suspicious** is selected.
  - Enter any additional comments on why you are reporting the email as suspicious. For example:
    - This email looks suspicious because it is missing the correct signatures
    - I have clicked on the link in the email
    - I have opened the email attachment.
  - Click **Report here!** to submit.



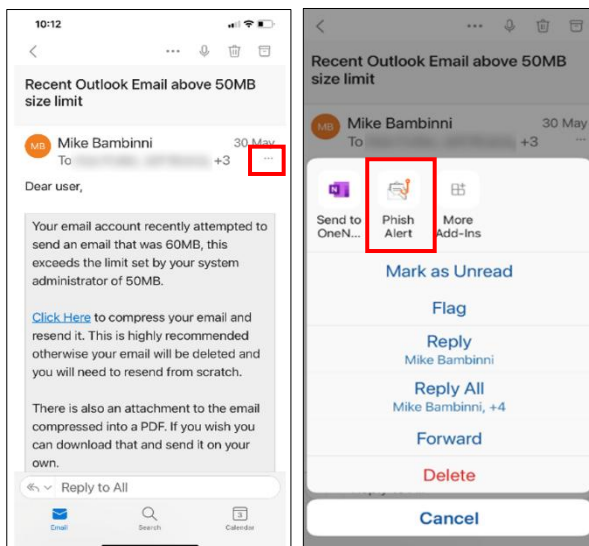
- 3 Once submitted, the below confirmation message will display on your screen. Click **X** to close.



The Cyber Security Team will investigate the reported email and provide you with an outcome of the investigation. The suspicious email will automatically be removed from your inbox. No further action is required.

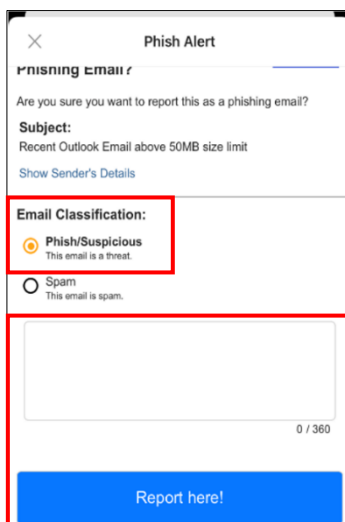
## Outlook Mobile App (iOS)

- 1 Select the email you wish to report. Click on the three dots under the date within the email then select **Phish Alert**.



- 2 A pop-up message will appear.

- Under Email Classification ensure **Phish/Suspicious** is selected.
- Enter any additional comments on why you are reporting the email as suspicious. For example:
  - This email looks suspicious because it is missing the correct signatures
  - I have clicked on the link in the email
  - I have opened the email attachment.
- Click **Report here!** to submit.



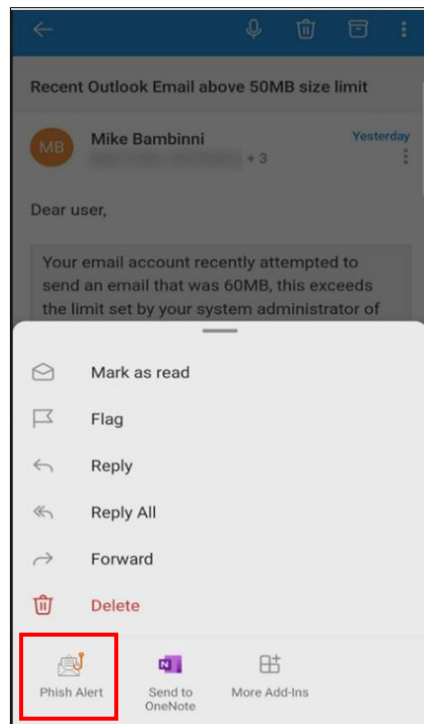
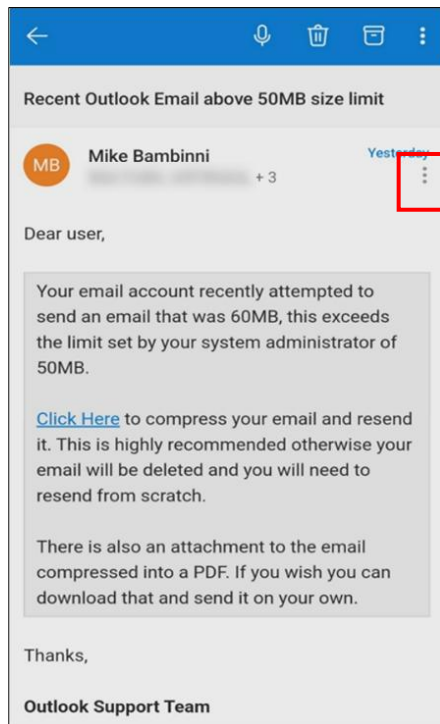
- 3 Once submitted, the below confirmation message will display on your screen. Click < to close.



The Cyber Security Team will investigate the reported email and provide you with an outcome of the investigation. The suspicious email will automatically be removed from your inbox. No further action is required.

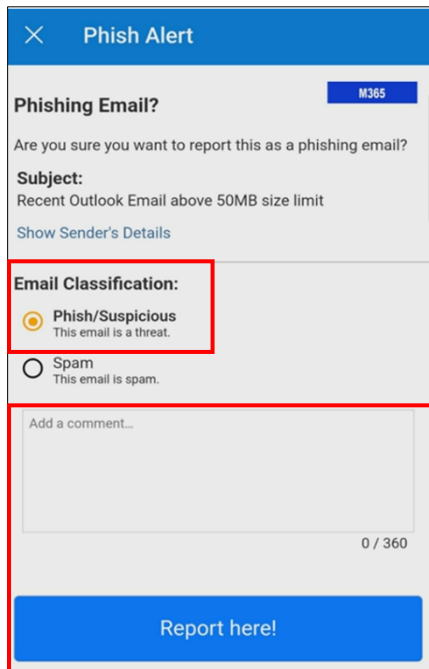
## Outlook Mobile App (Android)

- 1 Select the email you wish to report. Click on the three dots ... under the date within the email then select **Phish**



Note: You may need to scroll down the list to see the **Phish Alert** button appear.

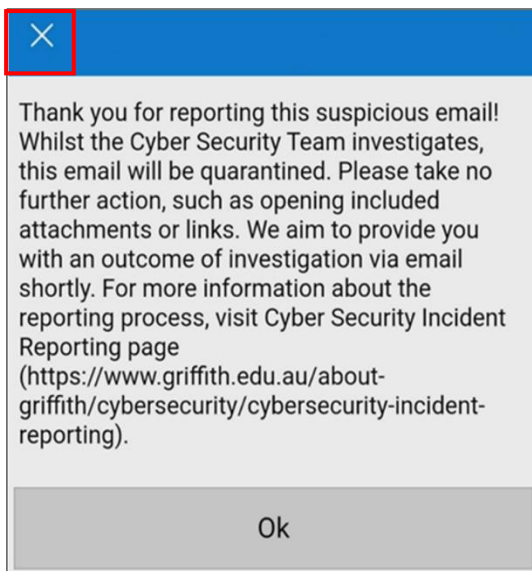
- 2 A pop-up message will appear.
- d) Under Email Classification ensure **Phish/Suspicious** is selected.
  - e) Enter any additional comments on why you are reporting the email as suspicious. For example:
    - o This email looks suspicious because it is missing the correct signatures
    - o I have clicked on the link in the email
    - o I have opened the email attachment.
  - f) Click **Report here!** to submit.



- 3 Once submitted, the below confirmation message will display on your screen. Click **X** to close.



If you are using Outlook app using Dark mode settings and you are not able to see the confirmation message, go to the next page to learn how to change these settings.

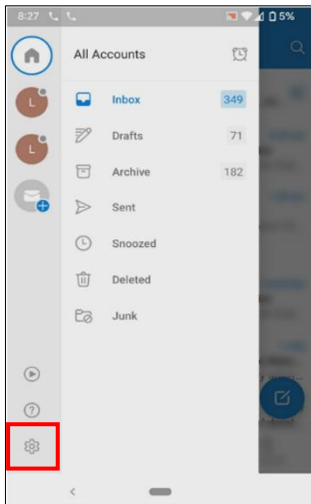


The Cyber Security Team will investigate the reported email and provide you with an outcome of the investigation. The suspicious email will automatically be removed from your inbox. No further action is required.

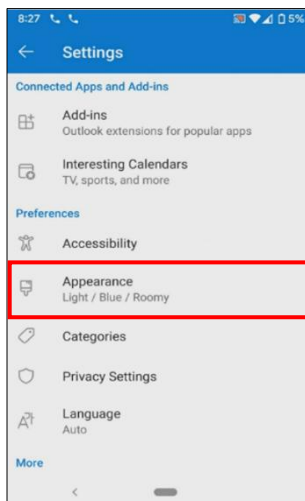


If you are using the Outlook mobile app in dark mode, some of the text in the Phish Alert screen may appear faded or unclear. It is recommended to switch your Outlook appearance settings to light mode.

- 1 Tap on the **Settings** icon.



- 2 Scroll down and tap on **Appearance**.



- 3 Select **Light** then return to your inbox to report the suspicious email using the Phish Alert Button.

