



SPPS Report Suspicious Email Button

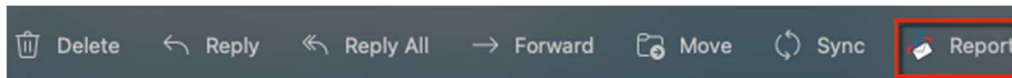
Outlook Desktop

To report a potential suspicious or phishing email using the **Report Suspicious Button** for Outlook desktop, follow the steps below.

1. Click on the **Report Suspicious button**. This button should be located in the Outlook toolbar. **(It will 5 seconds for the button to initiate.)**



b.



2. A pop-up window will open asking you to confirm.
 - a. Click Report Suspicious to submit the email.
 - b. Click Cancel to go back to the email.

Report Suspicious
Are you sure you want to report this email?

CANCEL **REPORT SUSPICIOUS**

3. Another pop-up window will confirm the report. Click on the Close button.
 - a. The reported email will automatically be deleted from your inbox.

Thank you for reporting a suspicious email. It has been forwarded to your SPPS Data Security team for further review. Your actions are helping to keep your school safe.

CLOSE

SPPS Report Suspicious Email Button

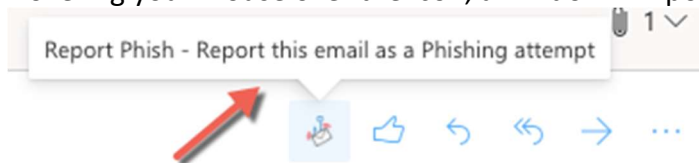
Outlook on the Web

The **Report Suspicious** button can be found by clicking the email. In the email body, the button is a small icon.

a.



b. Hovering your mouse over the icon, a window will pop-up with the description.



1. Click on the button to report the email.
2. A pop-up window will open asking you to confirm.
 - a. Click Report Suspicious to submit the email.
 - b. Click Cancel to go back to the email.

Report Suspicious

Are you sure you want to report this email?

CANCEL

REPORT SUSPICIOUS

3. Another pop-up window will confirm the report. Click on the Close button.
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Thank you for reporting a suspicious email. It has been forwarded to your SPPS Data Security team for further review. Your actions are helping to keep your school safe.

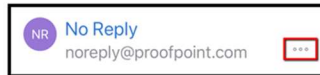
CLOSE



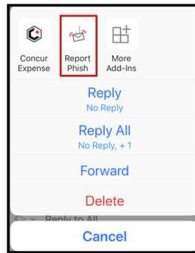
SPPS Report Suspicious Email Button

Outlook iOS iPhone (**Report Suspicious add on is not available on the iPhone native mail app.**)

1. To report a suspicious mail, click on the **3 dots** to bring up the mail controls and add-ins menu:



2. From there, use the **Report Suspicious (Report Phish)** button to report the email.

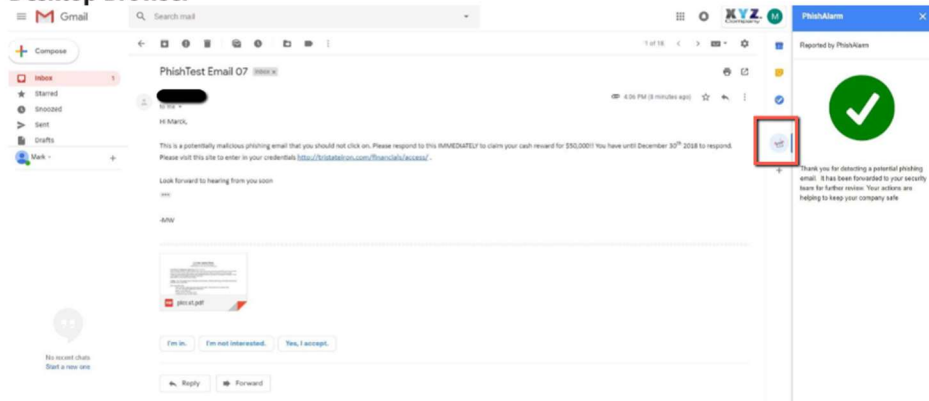


GMAIL Desktop

1. Click on the email you want to report.
2. Locate the Report Suspicious button where GSuite add-ons located within Gmail.

In desktop browsers, the PhishAlarm button is located on the right side, but within the Gmail app, it is located at the bottom of the message.

Desktop Browser





SPPS Report Suspicious Email Button

Gmail App

1. Click the Report Suspicious button to report the email.
2. Confirm your submission.

