

# Outlook

## Using the Report Phish button

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### Introduction

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Phishing involves the use of seemingly legitimate e-mail messages to deceive consumers into disclosing private information, such as bank account information, social security numbers, credit card numbers, passwords, etc.

Bank logos, Web links and graphics are used to mislead email recipients. These attacks have become so sophisticated, it is difficult to differentiate a phishing email from a legitimate one. In most phishing schemes, the fraudulent e-mail message will request bank customers to update or validate their financial or personal information to maintain their accounts. Once submitted, the perpetrator can use it to gain access to financial records or accounts, commit identity theft or engage in other illegal acts.

### Phishing Warning Signs:

- Requests for personal information in an e-mail message. Financial institutions never ask for account information via email.
- Alarmist messages which include upsetting or exciting (but false) statements so you'll respond quickly without thinking.
- Remember, if it sounds too good to be true, it probably is!

To make it easy for TU employees to report potential phishing attempts, a report phishing add-in is available in Outlook. This button allows you to quickly delete and send the suspected email to Field Services while viewing the message.

### Using the Report Phish Button on a PC or Mac

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1. Open **Outlook**.
2. When you open any message, you will see a **Report Phish** button to the far right of the ribbon.

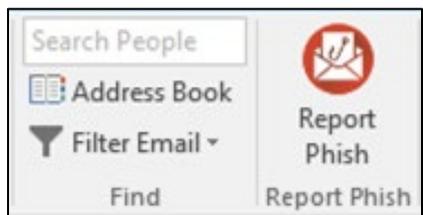


Figure 1

## Outlook: Using the Report Phish Button

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3. If you suspect that the current email is a phishing attempt, click the **Report Phish** button. A side panel will appear to the right of the message.

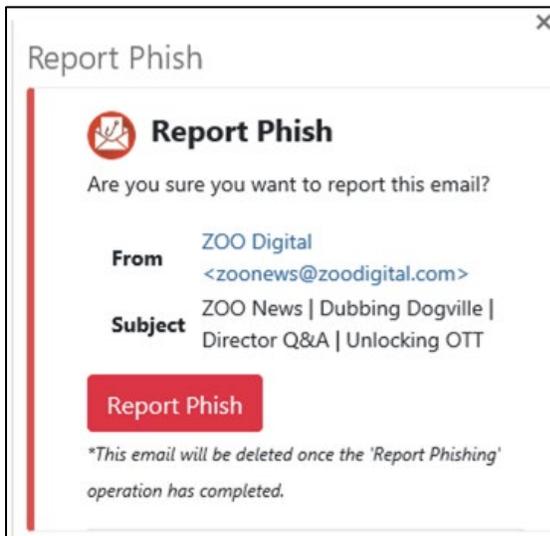


Figure 2

4. Click the **Report Phish** button. The email will be deleted, and Client Services will be alerted to the possible attempt.

## Using the Report Phish Button on a Mobile Device

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1. On your Mobile Device, launch the Outlook app and navigate to the message you suspect is a phishing attempt.
2. Tap the **three dots (more)** icon in the top right corner of the app.

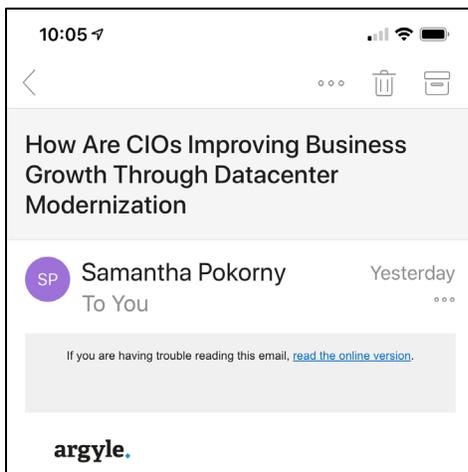


Figure 3

## Outlook: Using the Report Phish Button

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3. Tap the **Report Phish** button. The **Report Phish** screen will appear.

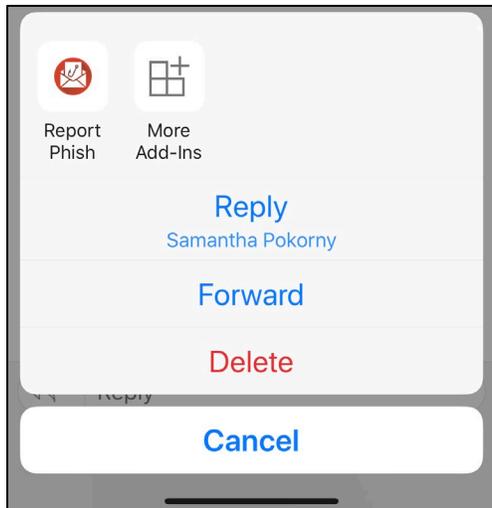


Figure 4

4. Tap the **Report Phish** button. The email will be deleted and Client Services will be alerted to the possible attempt.

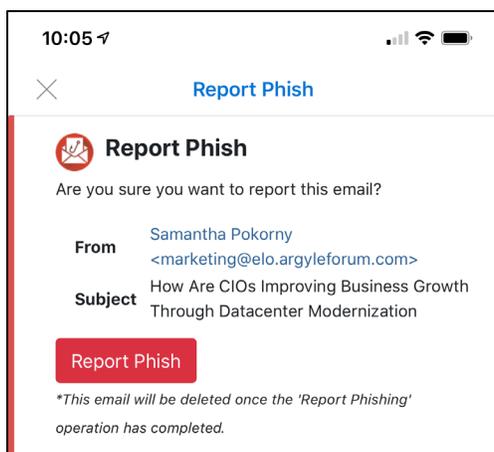


Figure 5