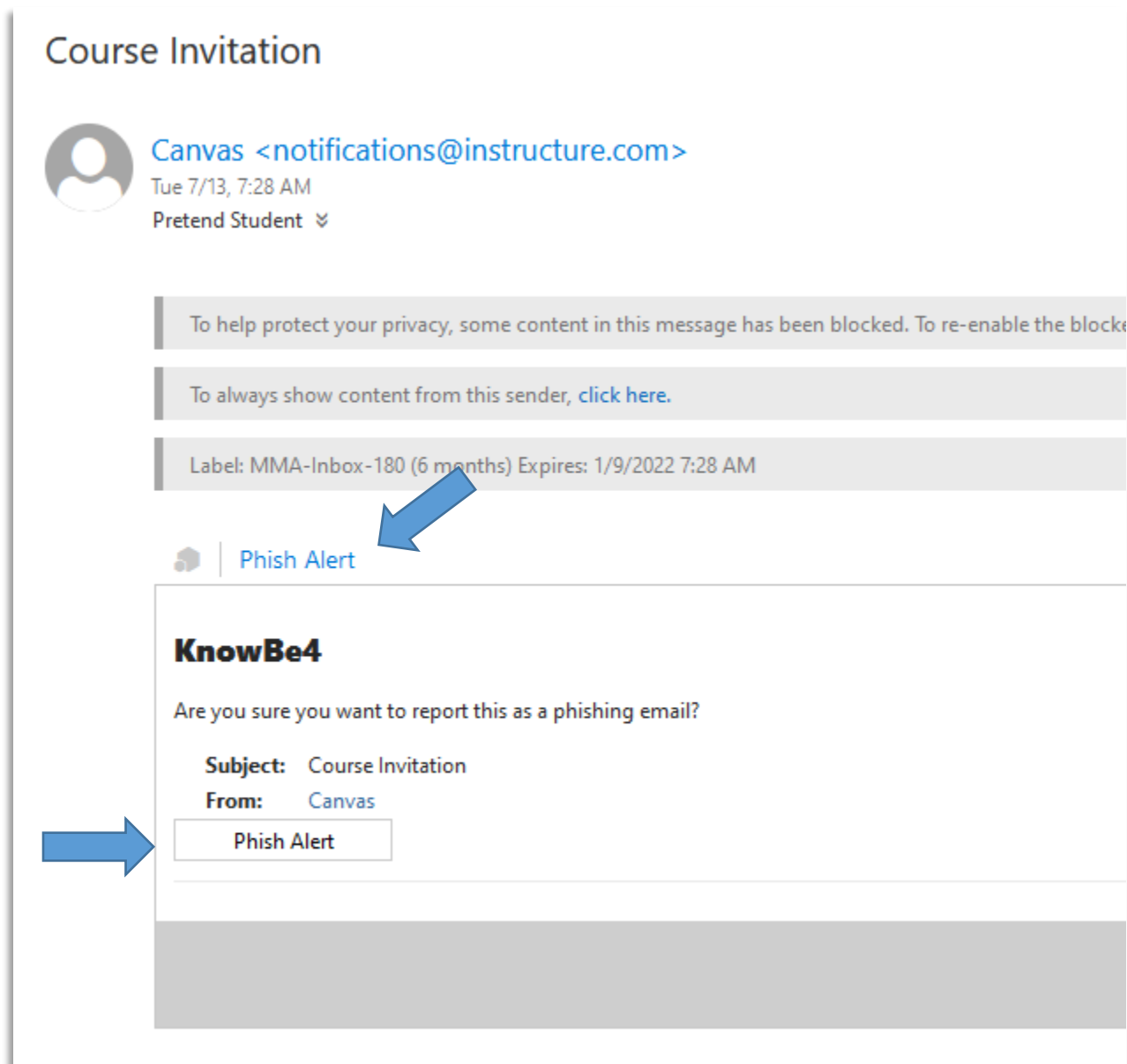


# Phish Alert Button

## Web Mail – mail.mma.edu

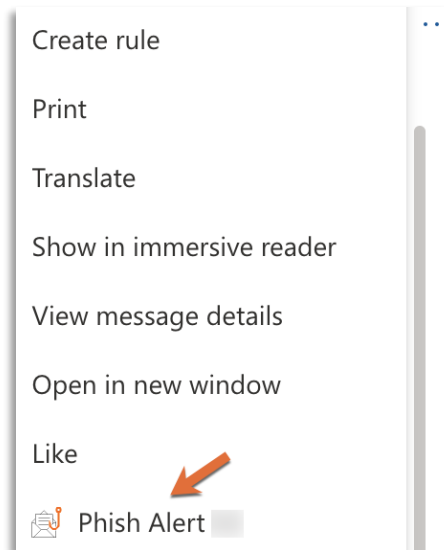
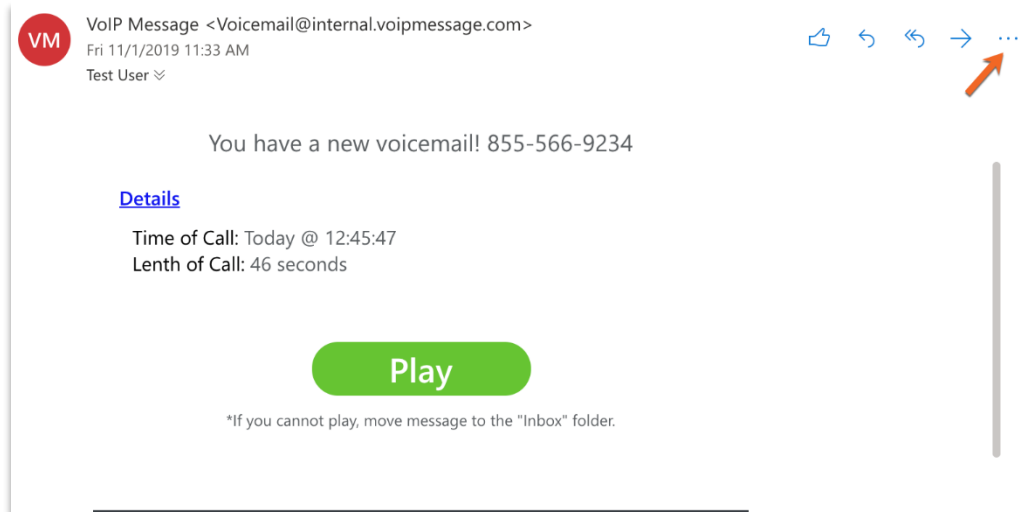
1. Within an email, click the **Phish Alert** link to open a drop-down screen.
2. A prompt will ask you if you want to report the email as a phishing email. Click **Phish Alert** to report the email.



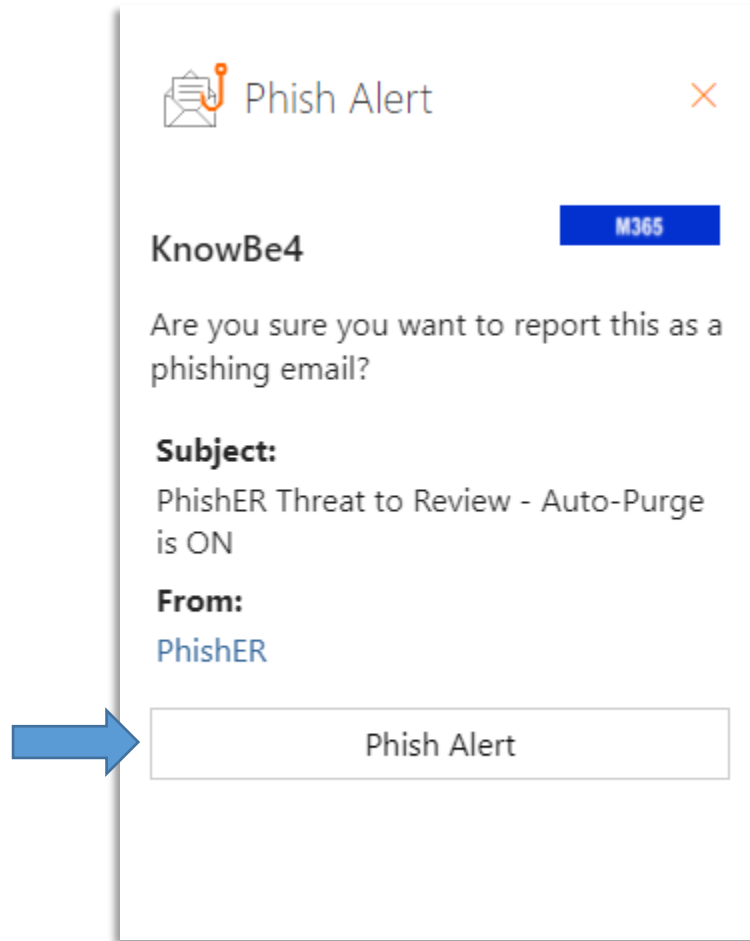
## Web Mail for Microsoft 365 – portal.office.com

The Phish Alert Button icon will appear in the drop-down menu of an open email.

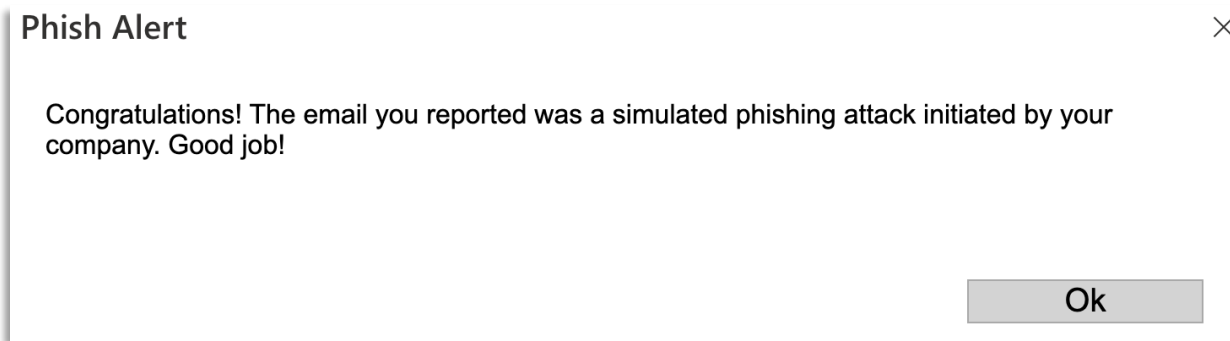
1. Click the top right dots of an email, then navigate to the **Phish Alert** button.



2. A sidebar prompt will ask you if you are sure you want to report the email as a phishing email. Click the **Phish Alert** button to report the email.



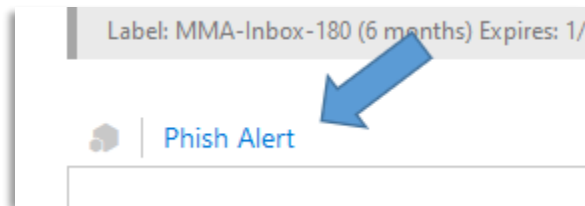
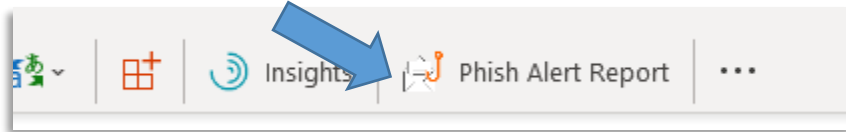
3. After clicking the **Phish Alert** button, you will be notified whether the phish was simulated or reported for further investigate.



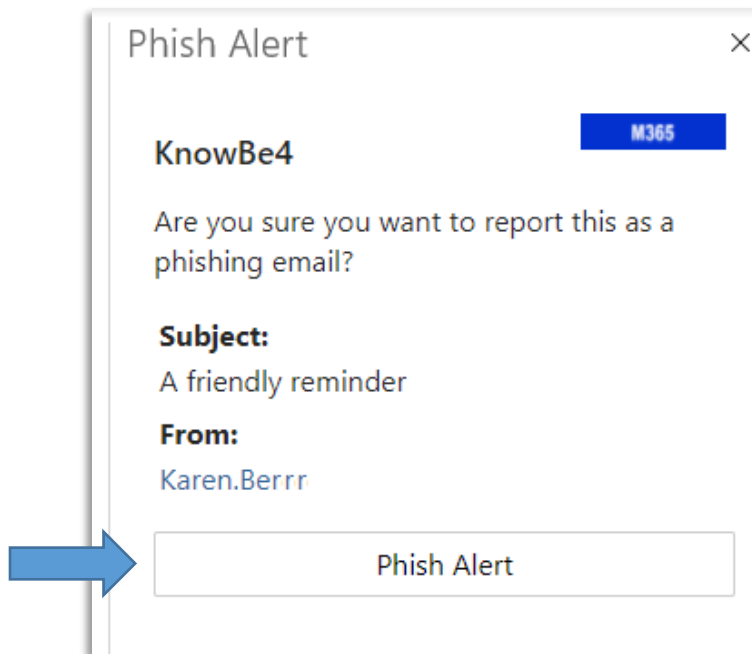
## Outlook Client installed on desktop

The Phish Alert Button icon will appear as **Phish Alert Report** icon in the top right of the tool bar or a **Phish Alert** link within the email.

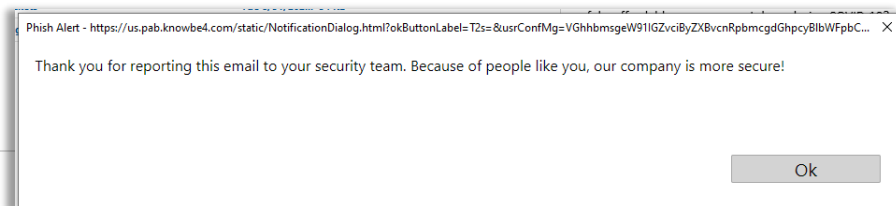
1. Click the top right dots of an email, then navigate to the **Phish Alert** button. If this button is not there, look for the **Phish Alert** link within the email



2. A pop-up on the right will appear. Click "Phish Alert" to report the email.



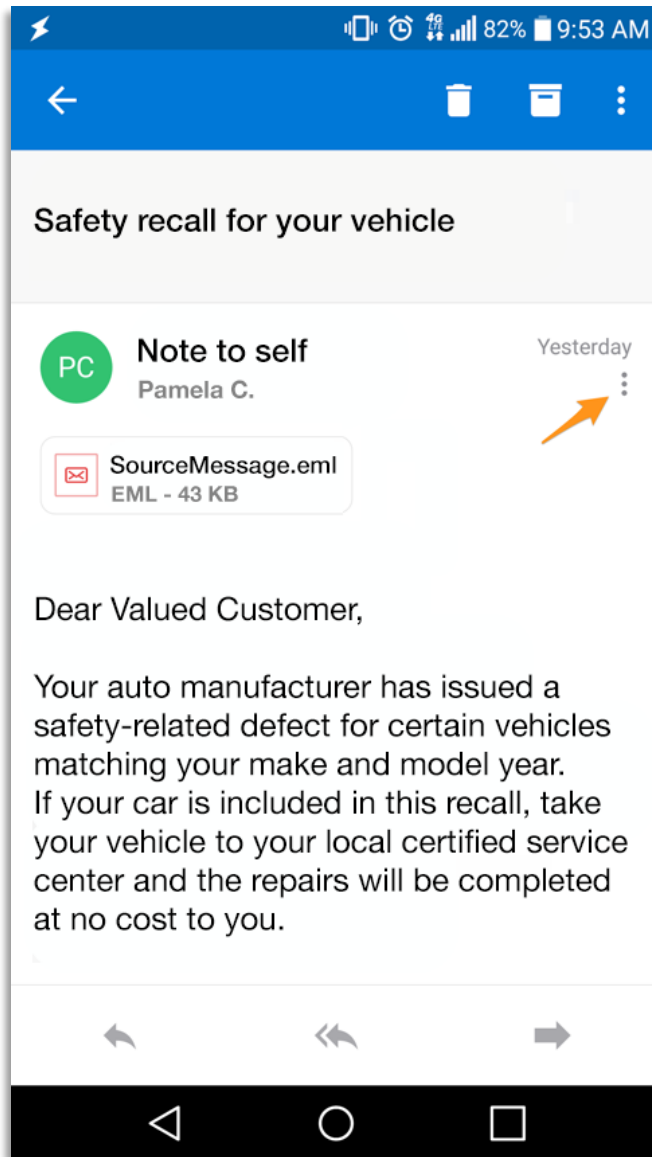
3. Once reported, you will receive a Thank you.



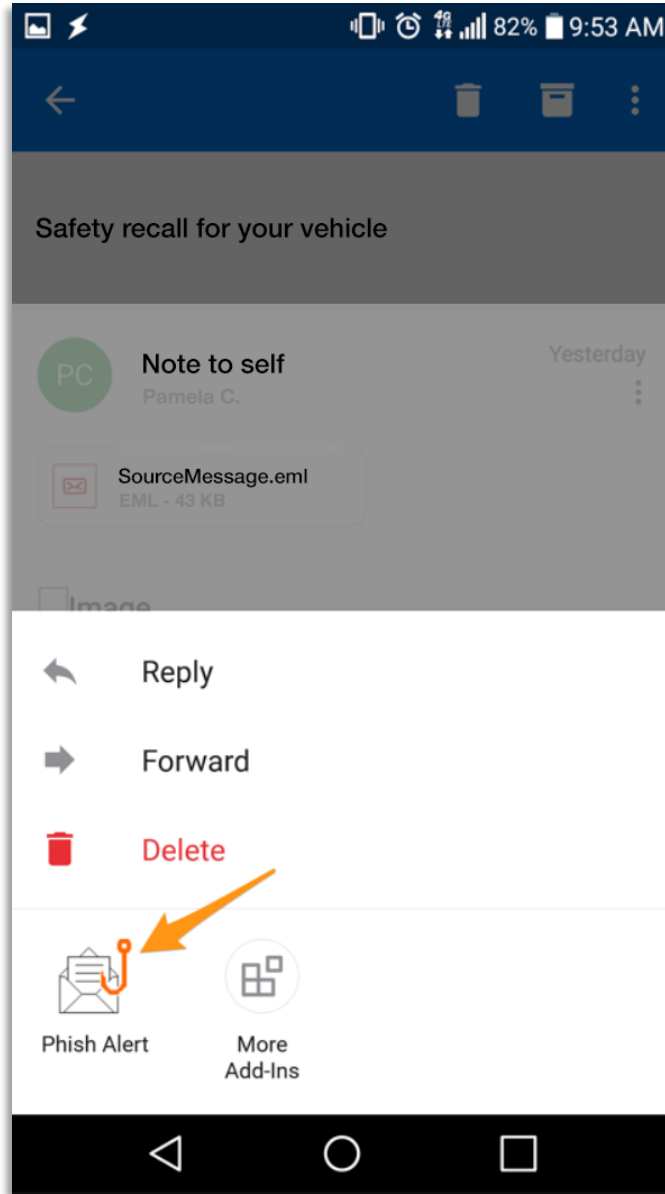
Please note: The Phish Alert Button is not accessible on all mobile devices at this time. The button will become available as we move to cloud-based email.

## Outlook Mobile App (Android)

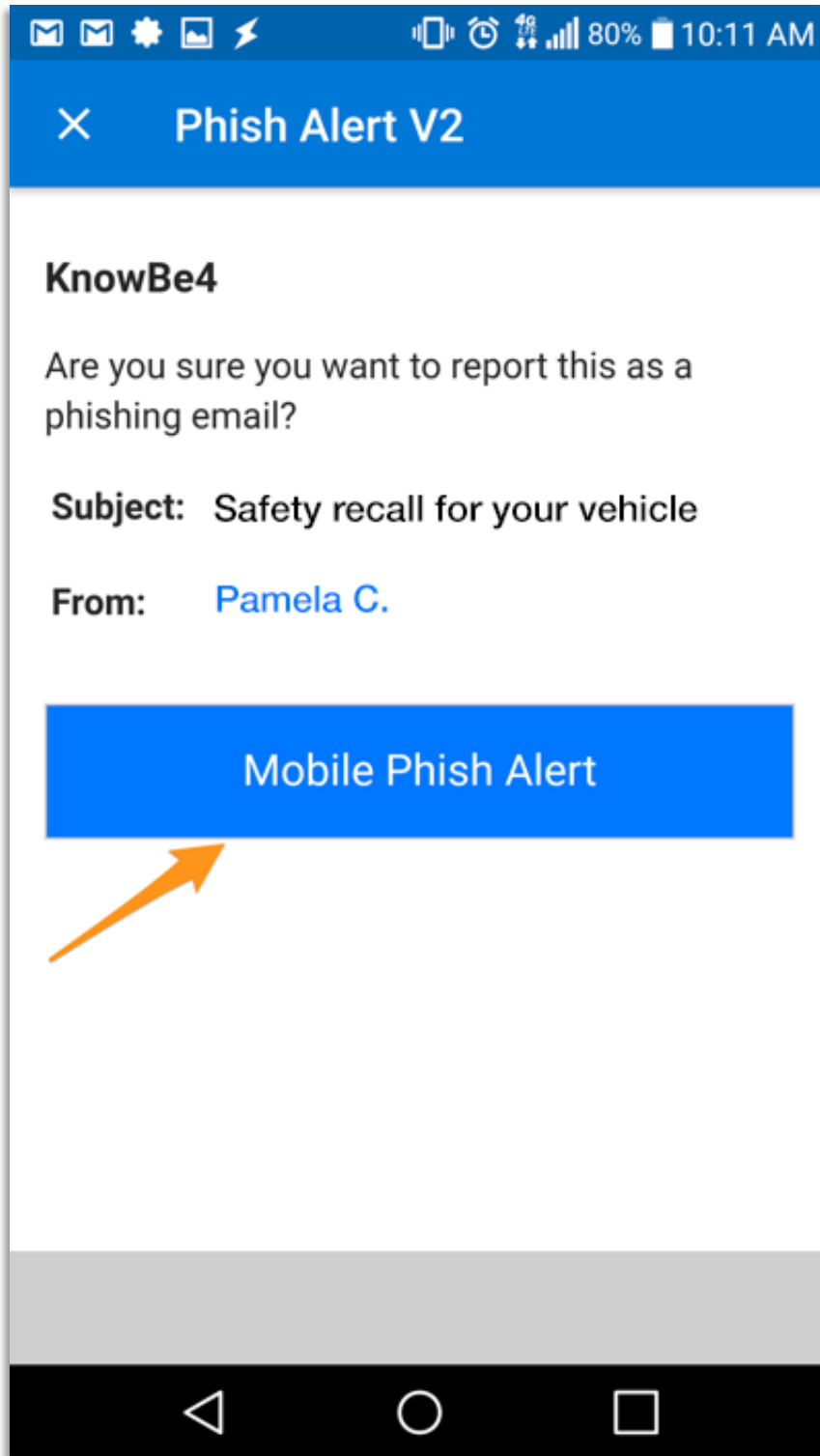
1. On any open email, tap the three dots at the top-right of the screen.



2. The **Phish Alert** add-in will appear. Tap the Phish Alert add-in.



3. A prompt will ask you if you are sure you want to report the email as a phishing email. Tap the **Phish Alert** button to report the email.



4. If you have successfully reported a simulated phishing email sent on behalf of your organization, a congratulatory message will display. Click **OK** to close it.

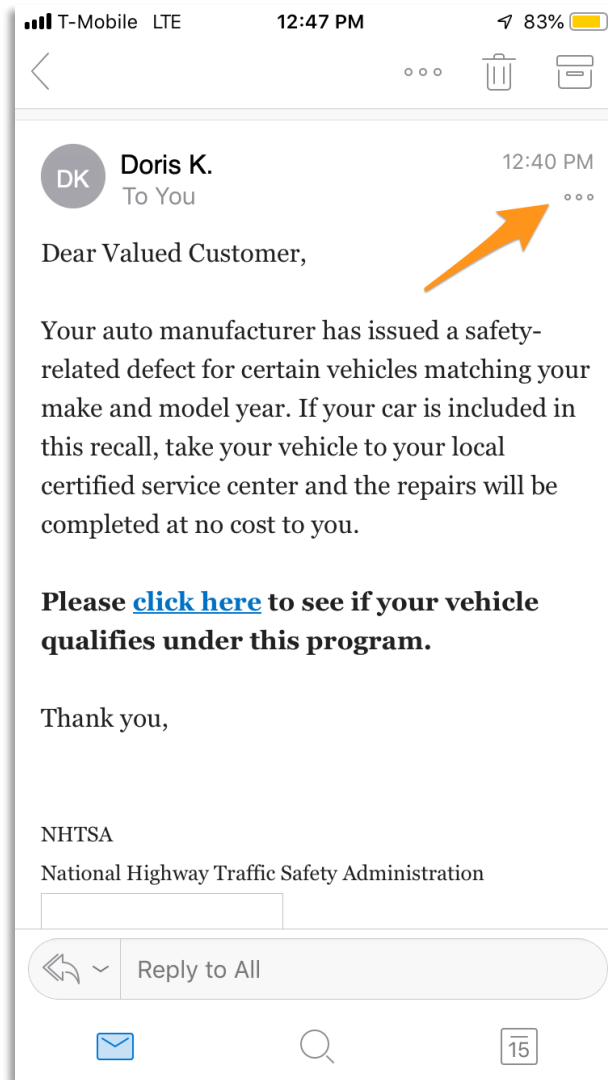




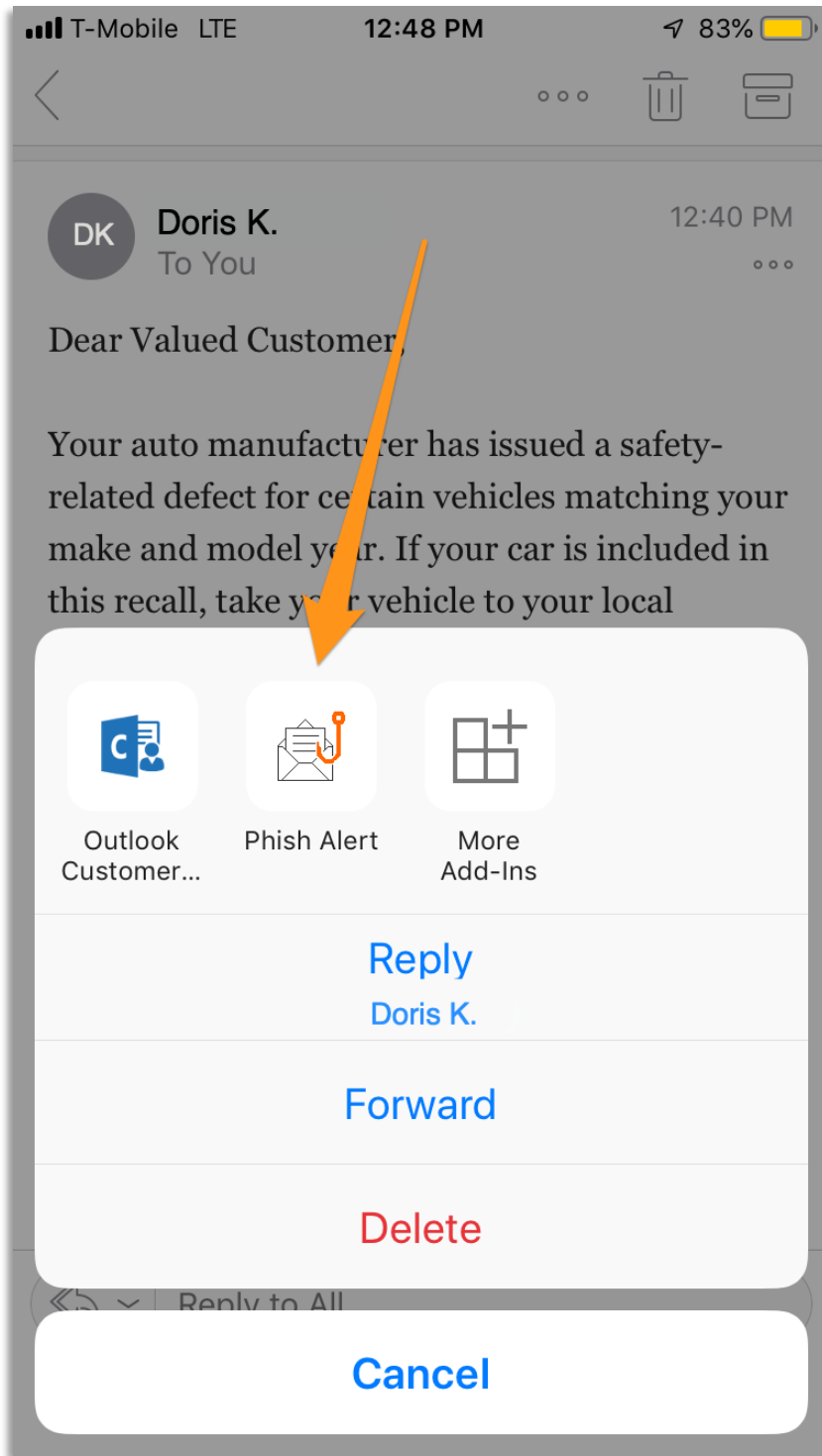
Please note: The Phish Alert Button is not accessible on all mobile devices at this time. The button will become available as we move to cloud-based email.

## Outlook Mobile App (iOS)

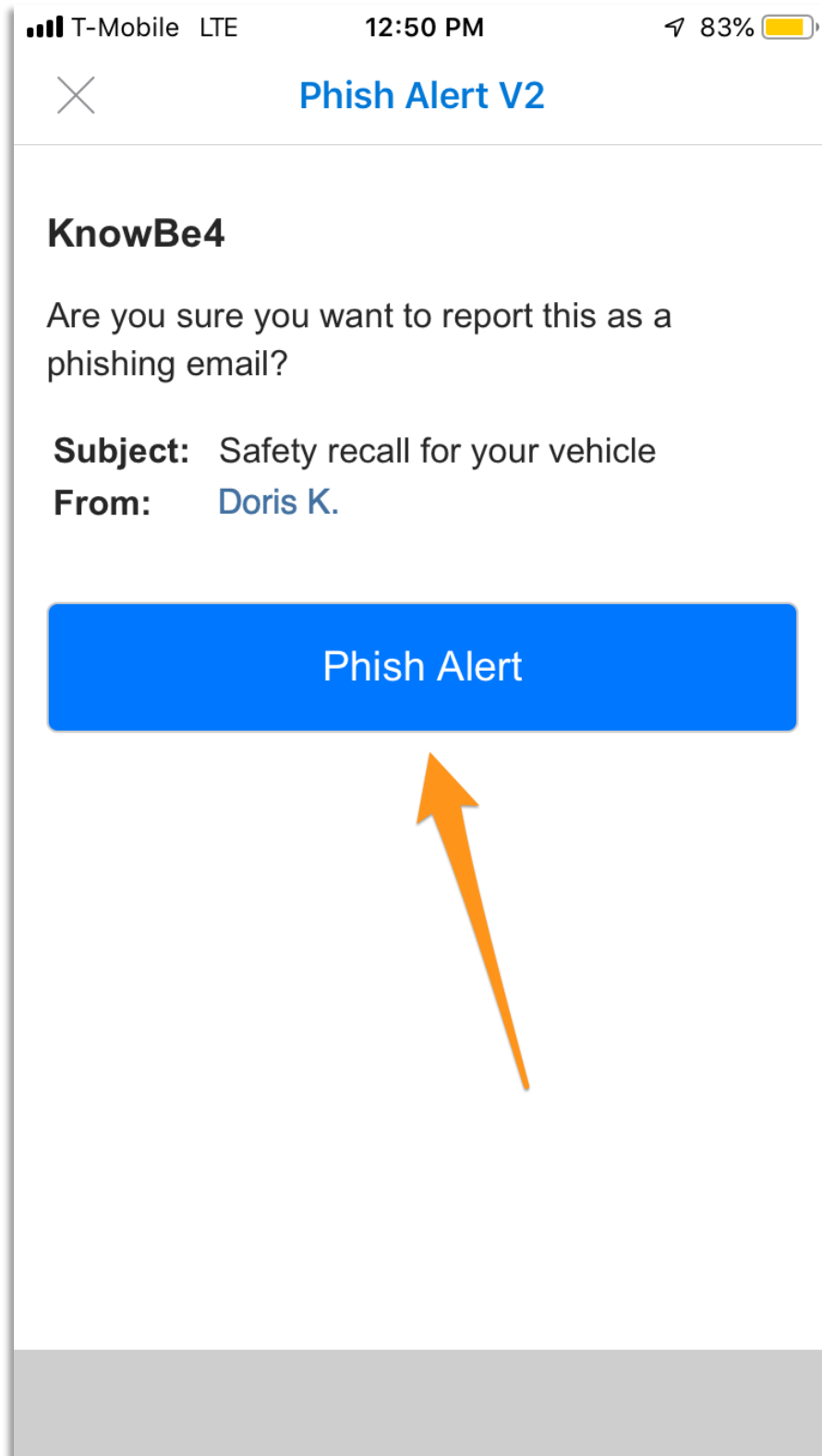
1. On any open email, tap the three dots at the top-right of the screen.



2. The Phish Alert add-in will appear. Tap the Phish Alert add-in.



3. A prompt will ask you if you are sure you want to report the email as a phishing email. Tap the **Phish Alert** button to report the email.



4. If you have successfully reported a simulated phishing email sent on behalf of your organization, a congratulatory message will display. Click **OK** to close it.

