

Reporting Phishing in Outlook

Overview: This job aid will provide instructions on reporting suspicious emails and the new automated responses that you will receive.

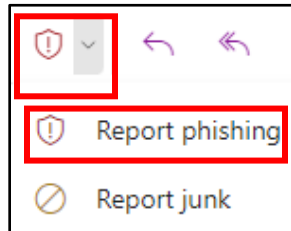
When reporting a suspicious message, you will receive an automated reply with the analysis results of your reported message. The sending email address for the automated reply is autoresponses@montgomerycollege.edu

Reporting Phishing Button

1. Select the email to report a suspicious email to the IT Security Team.
 - a. In the Outlook desktop, click the **Report Phishing** button on your Outlook toolbar.



- b. In Office 365, click the **Report** button and then click **Report phishing**.



2. You will then receive an automated reply email with the analysis results of the message you reported.

The analysis will sort the reported message into one of three categories:

- **Safe** – the message will be returned to you
- **Spam** – the message can be ignored; no further action is required.
- **Malicious** – the message is confirmed to be phishing and has been removed from all inboxes.



Below are examples of email messages for Safe, Spam, and Malicious:

Safe: This email attaches the original reported email to the auto-response for the employee.

Hello John Smith,

Thank you for your vigilance in reporting suspicious messages. Your actions protect you and the entire Montgomery College community. The IT Security team has reviewed your email report "Example Email Subject," submitted on XX/XX/2024. The email was analyzed to be benign and no further action is required.

Thanks again for staying alert and reporting.

Montgomery College IT Security team



Spam

Hello John Smith,

Thank you for your vigilance in reporting suspicious messages. Your actions protect you and the entire Montgomery College community. The IT Security team has reviewed your email report "[Subject of reported Email]," submitted on XX/XX/2024. The email was analyzed to be Spam. No further action is required.

Thanks again for staying alert and reporting.

Montgomery College IT Security team



Malicious

Hello John Smith,

Thank you for your vigilance in reporting suspicious messages. Your actions protect you and the entire Montgomery College community. The IT Security team has reviewed your recent email report "[Subject of reported Email]," submitted on XX/XX/2024. The email was analyzed to be Malicious and removed from your Inbox.

Thanks again for staying alert and reporting.

Montgomery College IT Security team

