Using the Phish Alert Button in Outlook Desktop
IT Tips & Tricks

1. Double-click the message you want to report as spam/phishing to open it in a new window.
2. If you do not see the Phish Alert Button in the banner above the message, click the three dots near the top-right corner.
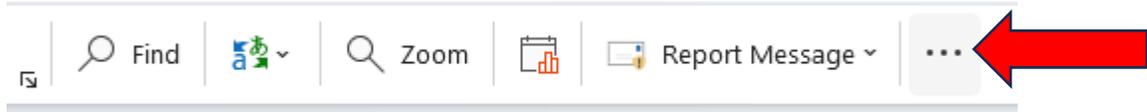
3. Next, click the Phish Alert button (normally located at the bottom of the list.) You can also right-click this button and select "Add to ribbon" to place it in the banner for easier access.
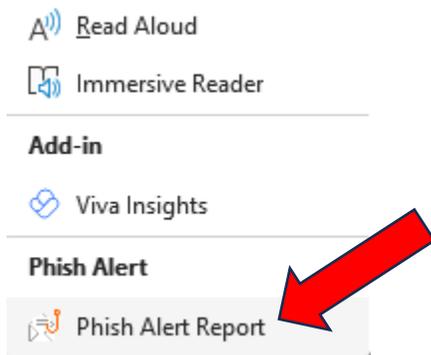
4. Finally, click the blue "Phish Alert" button in the right pane.