How to Report Suspicious Messages – Outlook Mobile

This Knowledge Article applies to Outlook for iOS and Android. Refer to other Knowledge Articles for Outlook desktop client and Outlook On the Web.

Munson Healthcare deployed simple reporting of unusual emails with a "Report Phishing" add-in. Learn how this tool works and how you can use it to help keep Munson Healthcare users and data safe from malicious phishing emails.

When Do I Use It?
How Do I Use It?

- Outlook Mobile App (iOS)
- Outlook Mobile App (Android)

Why Should I Use It?

When Do I Use It?

Click the **Report Phishing** add-in if you think you received a phishing email or any potentially dangerous email. Any emails you report using the REPORT PHISHING add-in will be automatically deleted from your inbox. The emails you report will also be sent to MI|HSOC for analysis.
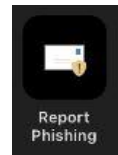
MI|HSOC is a cyber-defense partnership between Munson Healthcare, Michigan Medicine, Metro Health and many others. Reported emails are monitored 24/7 and you will receive a response to every message reported.

The REPORT PHISHING should only be used to report **emails you believe to have malicious intent**. If you are receiving spam or marketing emails, open your Mimecast Personal Portal (Personal Portal), select Blocked, Add Blocked. Instructions are found in the daily Spam Digest email.

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How Do I Use It?

Depending on your device, the steps for reporting an email using the Report Phishing add-in may vary. However, the steps below cover the most common mobile operating systems and the basic steps should be similar.

- Outlook Mobile App (iOS)
- Outlook Mobile App (Android)
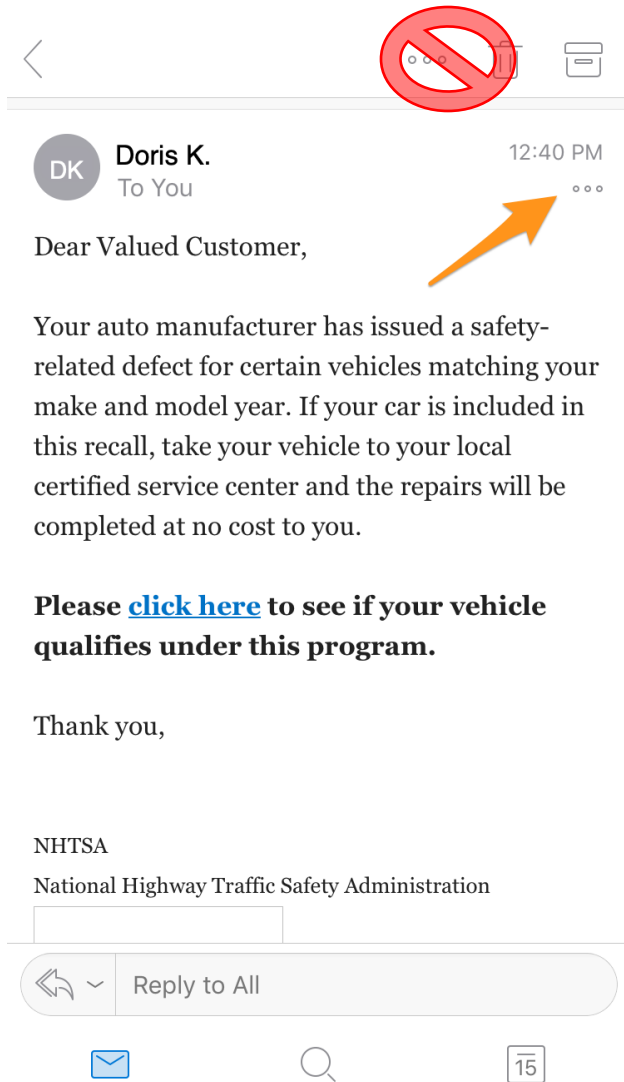
If you report an email in error, you can retrieve the email from your Deleted Items.

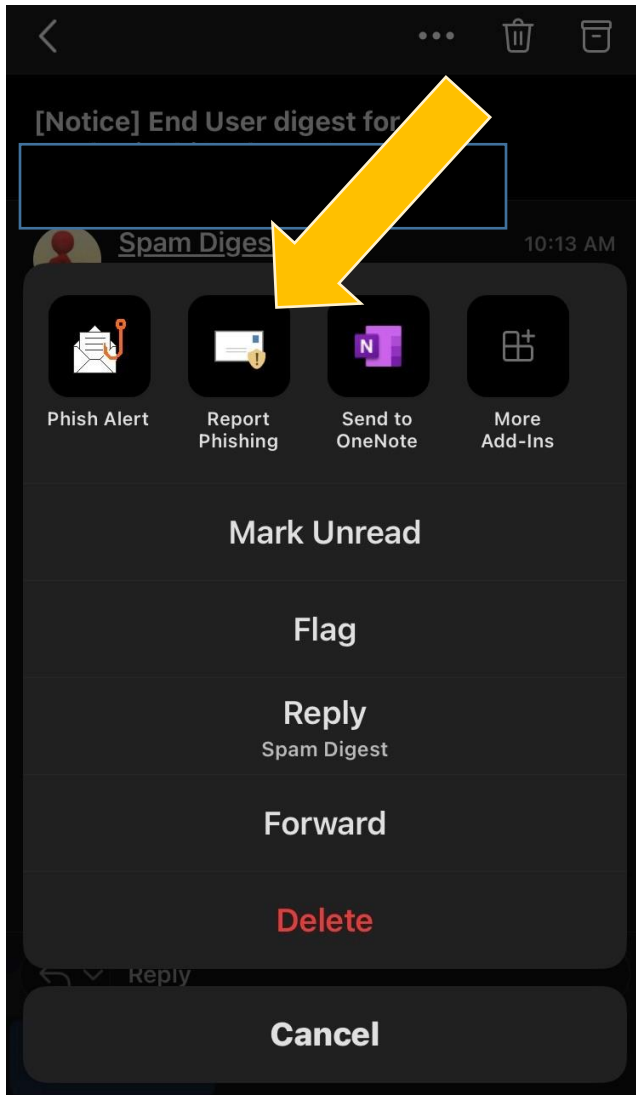Back to top

Outlook Mobile App (iOS)

To report an email:

1. Click on the suspicious message to be reported
2. Tap the three dots at the top-right of the message (under the time and date)

Doris K.
To You

12:40 PM

Dear Valued Customer,

Your auto manufacturer has issued a safety-related defect for certain vehicles matching your make and model year. If your car is included in this recall, take your vehicle to your local certified service center and the repairs will be completed at no cost to you.

Please click here to see if your vehicle qualifies under this program.

Thank you,

NHTSA
National Highway Traffic Safety Administration
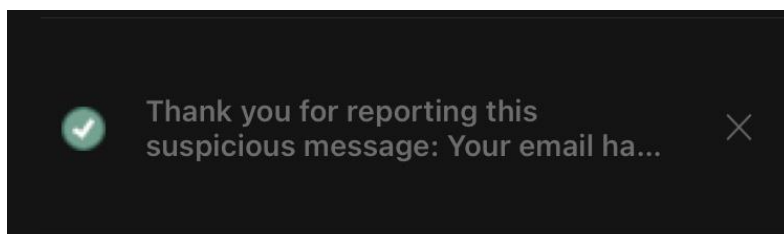
Reply to All

2. The Report Phishing add-in will appear.
3. Tap the Report Phishing add-in.

   Note: screen may vary by device based on customizations and preferences.
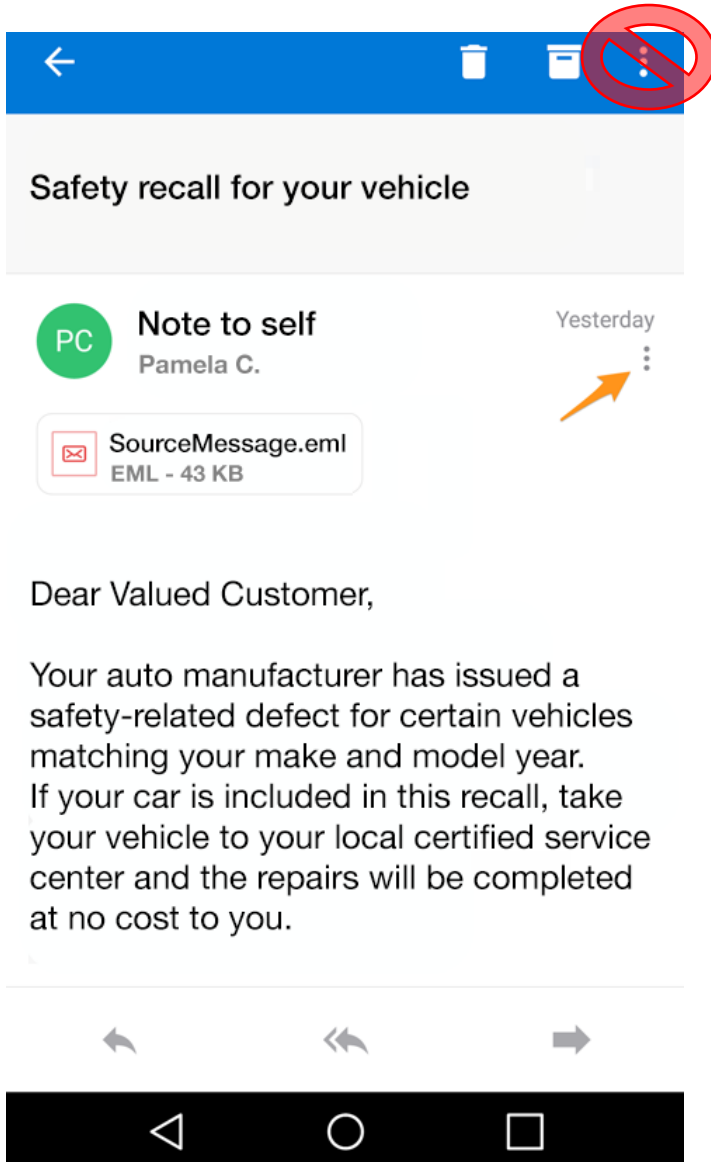

2. 4. Confirmation message below shows.

Outlook Mobile App (Android)

To report a suspicious email:
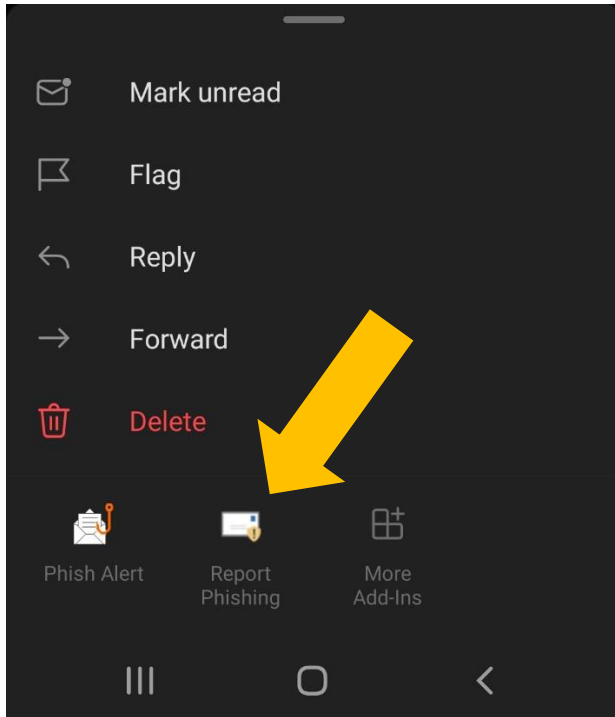
1. Open the suspicious email, tap the three dots at the top-right of the email (under the date.
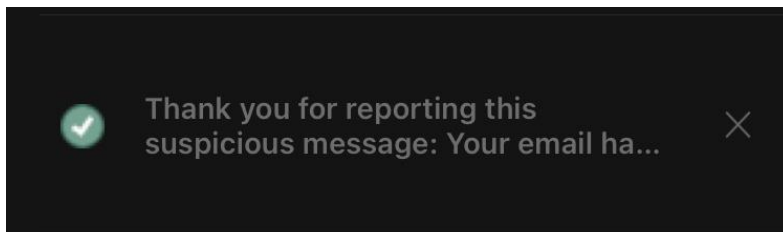
3. The Report Phishing icon will appear in the list.

 Note: screen may vary by device based on customizations and preferences.

4. Tap Report Phishing.

5. Confirmation message below shows.

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Why Should I Use It?

Reporting emails will help Munson Healthcare be safer. Because the potential dangerous emails you report are sent for analysis to a third party, 24/7/365 monitoring service, actions are taken to ensure messages are removed and blocked from others. You are an important part of the process of keeping Munson Healthcare safe from cybercriminals.

Always practice STAR - Stop, Think, Act, Review!

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