

# How to Report Suspicious Messages – Outlook On the Web

This Knowledge Article applies to Outlook On the Web. Refer to other Knowledge Articles for Outlook Mobile and Outlook 2010, 2013, 2016, and Outlook 365.

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?](#)

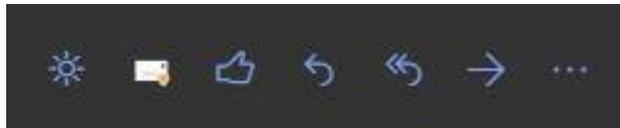
[How to Enable the Icon in Every Message](#)

[How do I use it?](#)

[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.

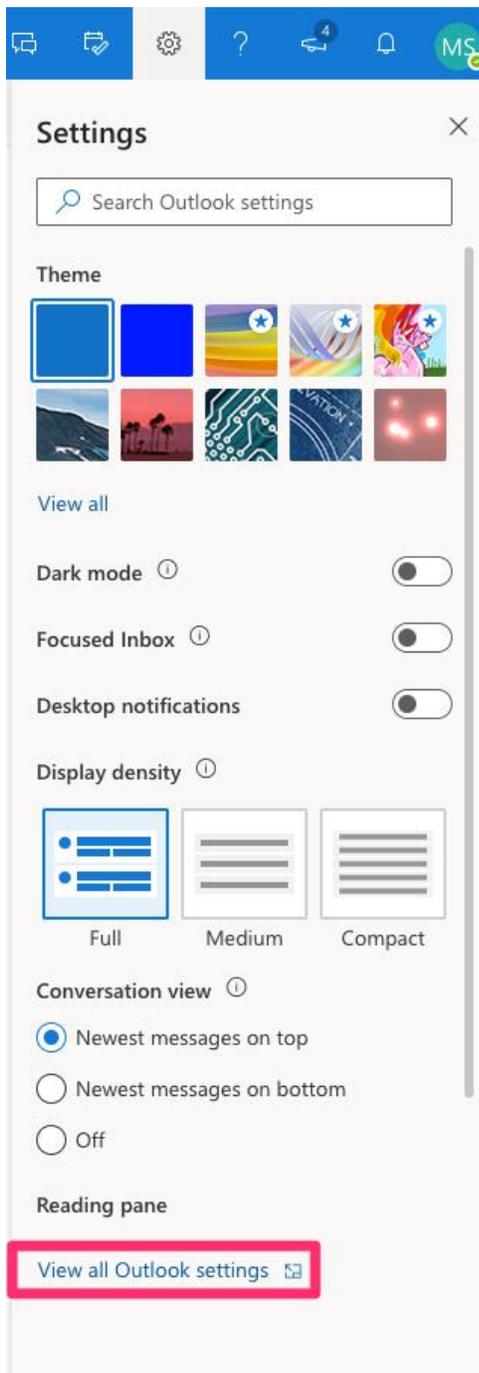
The REPORT PHISHING should only be used to report **emails you believe to have malicious intent**. If you are receiving spam or marketing emails, open your Mimecast Personal Portal ([Personal Portal](#)), select Blocked, Add Blocked. Instructions are found in the daily Spam Digest email.

[Back to top](#)

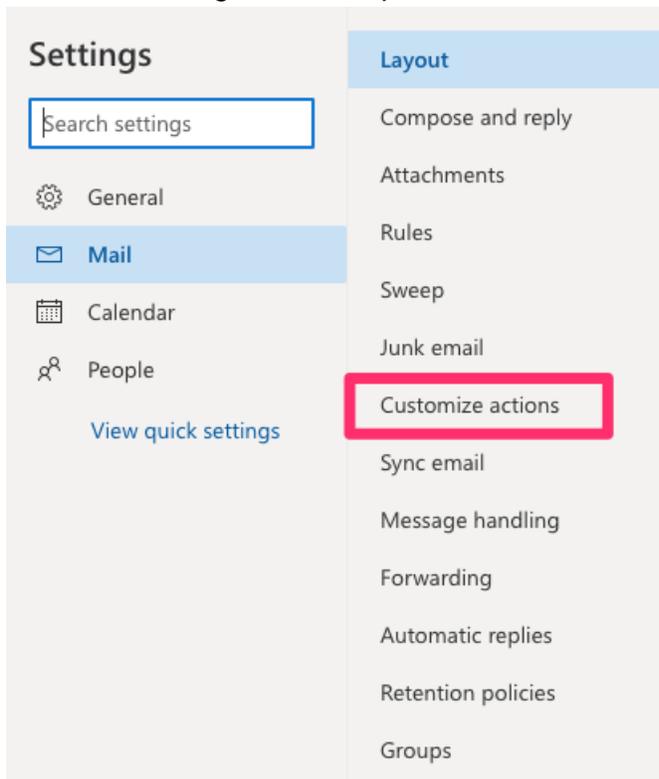
# How to Enable the Icon in Every Message

By default, the Report Phishing button is not displayed as an icon in email messages. Below are steps to efficiently show the icon. Note: this is not required to use the Phish Reporting feature.

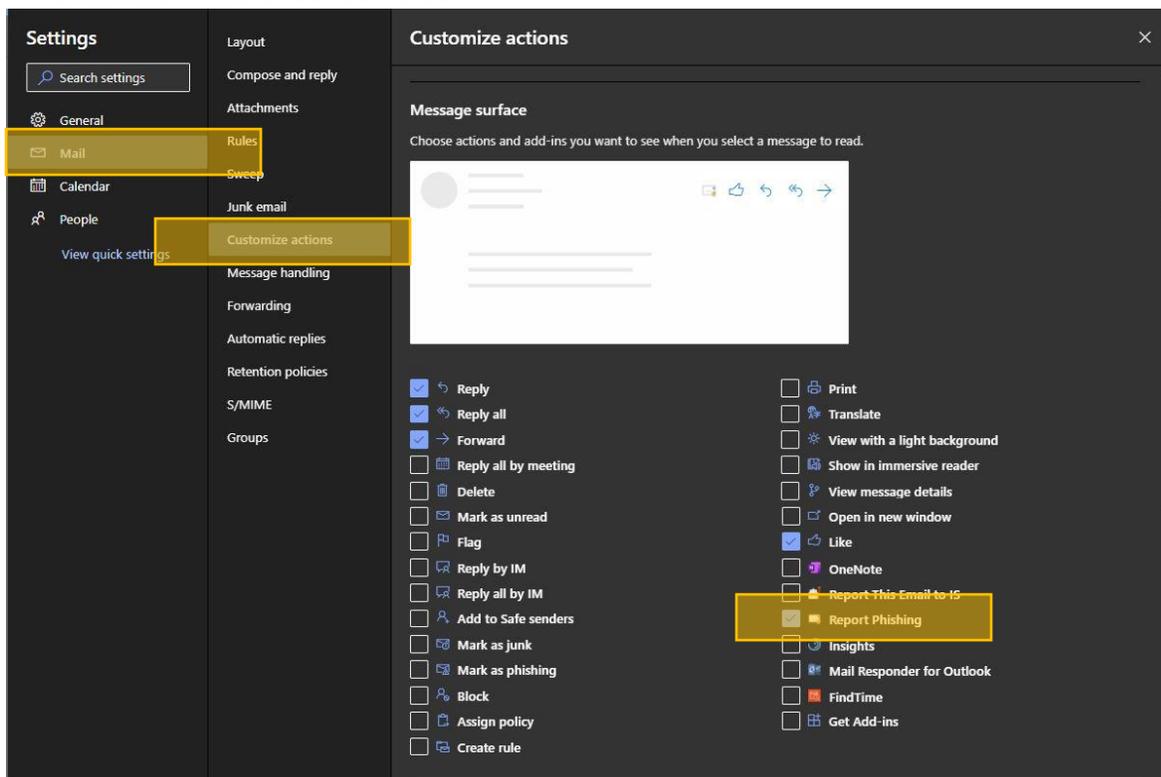
1. In Outlook On the Web, click the settings gear and select “View all Outlook settings” at the bottom of the menu



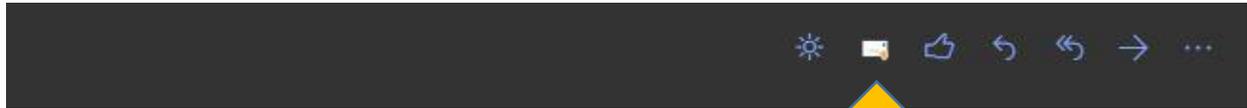
2. Once Settings window opens select “Customize actions”



3. In the “Customize actions” menu scroll down to find the Report Phishing and click the box to turn the checkbox blue.



4. After checking the box and closing out the Settings, each email now has the icon!



[Back to top](#)

# How do I use it?

Note: Views within Outlook On the Web vary based on user preferences; the steps below may vary. Refer to [steps on showing the icon in every message](#).

1. The Report Phishing is most likely in one of two spots:

As an icon in every email message in the top right side of the message:

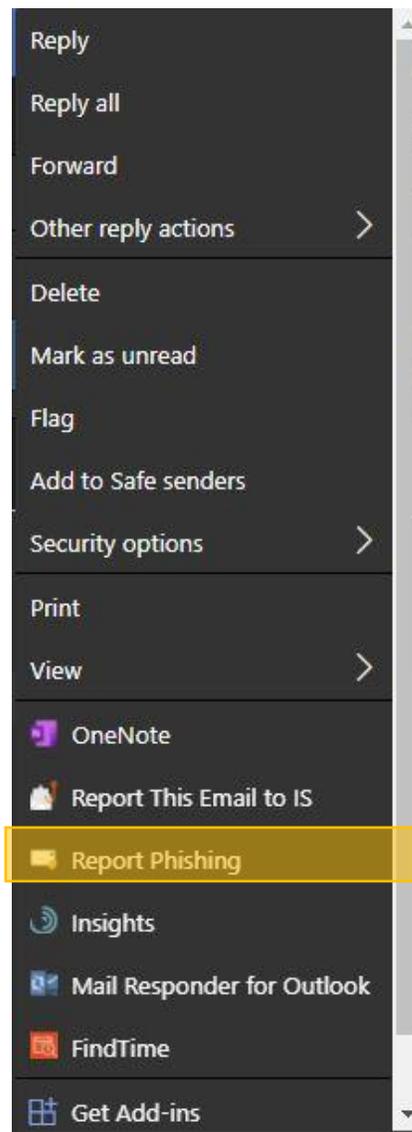


Or

As a drop-down by clicking the three dots ...



The Three dots then show this screen →



2. After clicking the Report Phishing button, the prompt below will show.

① Thank you for reporting this suspicious message: Your email has been sent to the 24/7 MI|HSOC triage center, a cyber-defense partnership with Munso... | [Dismiss](#)

[Back to top](#)

# 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!

[Back to top](#)