

How to Report Suspicious Messages - Outlook

This Knowledge Article applies to Outlook 2010, 2013, 2016, and Outlook 365. Refer to other Knowledge Articles for Outlook Mobile 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?](#)

[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.

How do I use it?

1. (View may vary based on Outlook preferences)



2. Navigate to your Outlook Ribbon if you use the Reading Pane and locate the Icon labeled **Report Phishing**

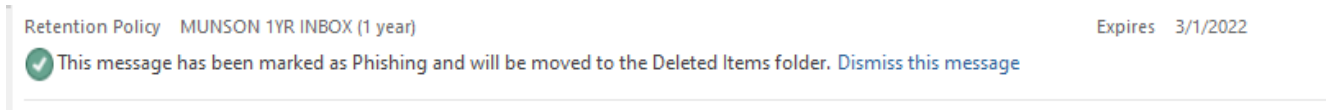


(Found on the Home Ribbon by default)

Note: if you do not use the Reading Pane, the icon will show when you double click and open the message



3. Confirmation banner below displays before deleting the message.



[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](#)