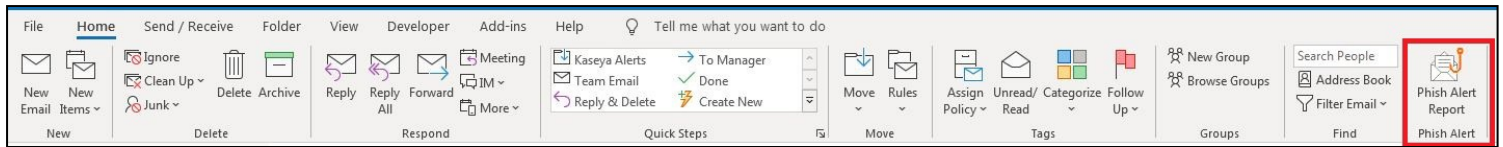


Using Phish Alert to report suspicious emails

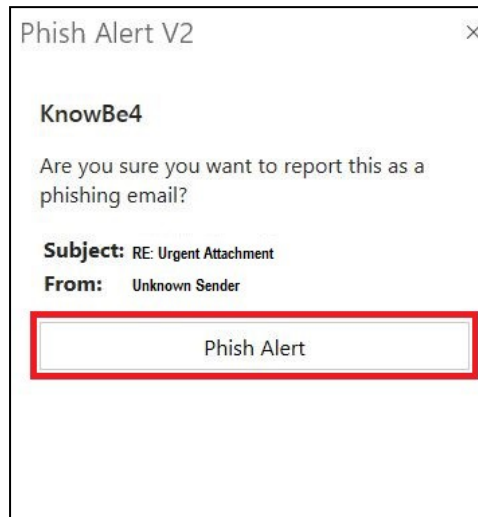
Within Microsoft Outlook (desktop application)

Within Microsoft Outlook on your Valkyrie computer, you will see a button on the top menu bar labeled as “Phish Alert Report”. This can be used to report suspicious emails to Valkyrie IT Services.

1. When you receive a suspicious email, select the “Phish Alert Report” button while the email in question is selected.

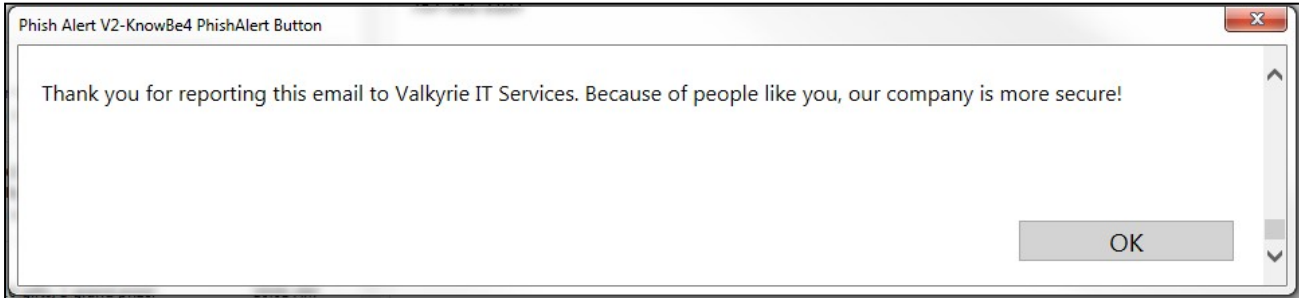


2. The Phish Alert menu will appear on the side. Select the “Phish Alert” button to report the email.

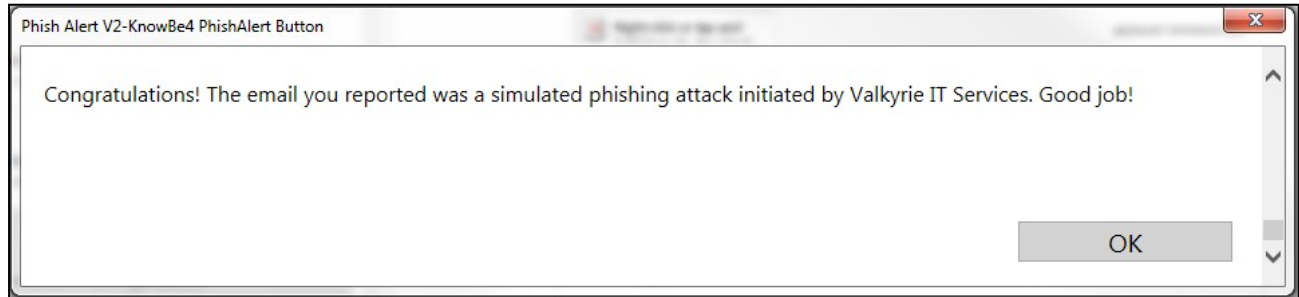


3. Depending on the email reported, you'll see either of the notifications below. The email will then be moved into your "Deleted Items" folder.

a. If the email reported is **NOT** an internal phishing test sent by Valkyrie IT Services:

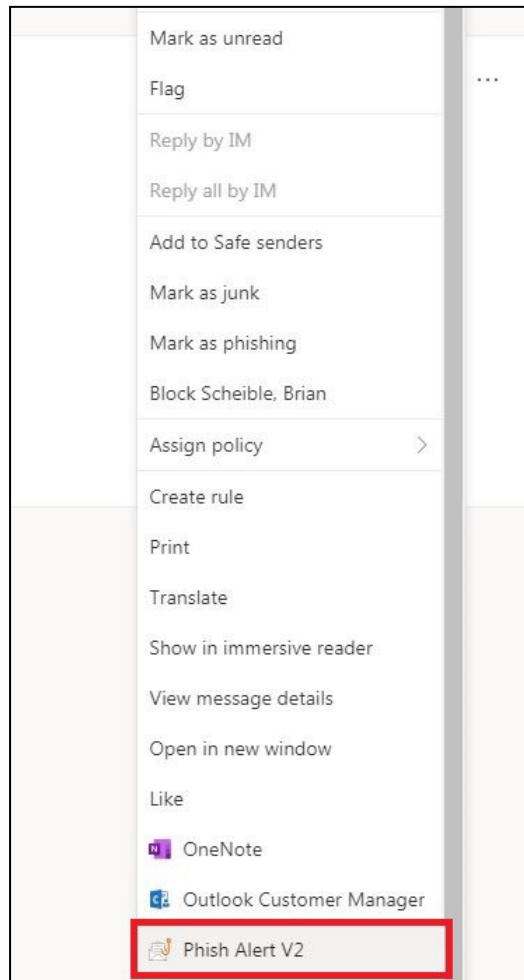


b. If the email reported **IS** an internal phishing test sent by Valkyrie IT Services:

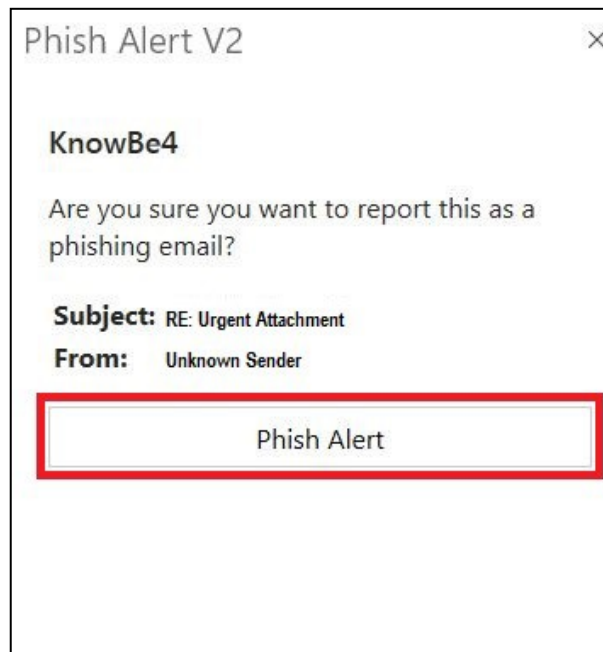


Within Outlook Web Access (OWA)

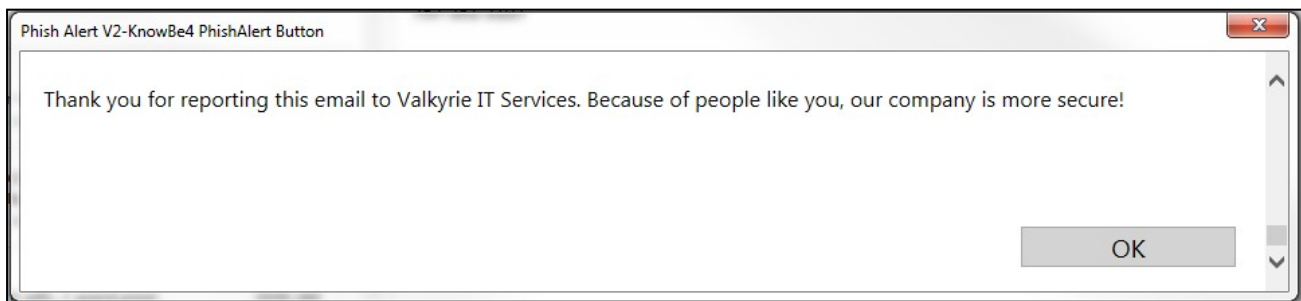
1. To report a suspicious email while in OWA, select the “...” icon at the top right of the email in question and then select the “Phish Alert” icon.



2. The Phish Alert menu will appear. Select the “Phish Alert” button to report the email.



4. Depending on the email reported, you'll see either of the notifications below. The email will then be moved into your “Deleted Items” folder.
 - a. If the email reported is **NOT** an internal phishing test sent by Valkyrie IT Services:



- b. If the email reported **IS** an internal phishing test sent by Valkyrie IT Services:

