

How to Report and Delete a Phishing Email

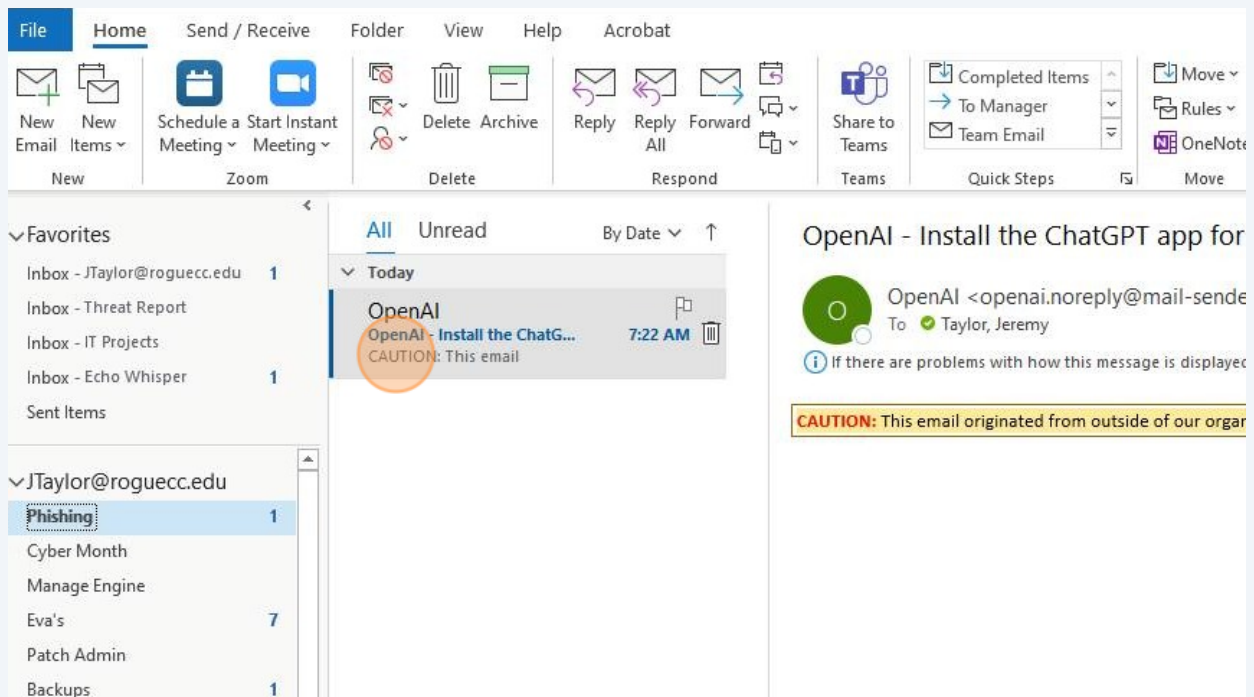
1 How to Use the Sophos Phishing Email Reporting Tool in Outlook

Step 1: Identify Suspicious Emails.

Upon receiving an email that appears suspicious or out of the ordinary, refrain from clicking on any links, opening attachments, or responding.

Step 2: Check the Links without Clicking

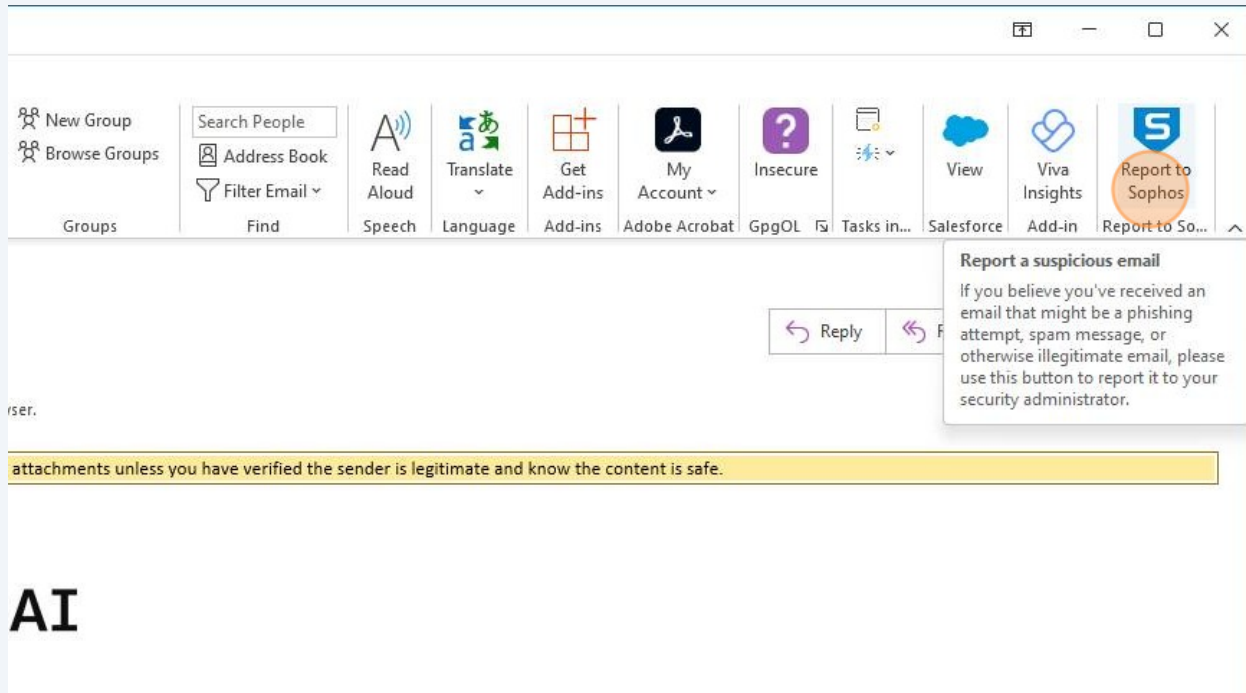
Position your mouse pointer over any link within the suspicious email, but do not click. A tooltip will appear, displaying the destination URL of the link. This allows you to see where the link would take you without actually following it. If the URL appears unfamiliar, mismatched, or unrelated to the supposed sender, it may be malicious.



2 Step 3: Access the Reporting Tool With the suspicious email open or selected:

1. Look to the ribbon bar at the top of your Outlook client.
2. Locate the button labeled "Report to Sophos". This is the Sophos Phishing Email reporting tool.

Step 4: Report the Phishing Attempt Click on the "Report to Sophos" button. A confirmation dialog might appear, asking you to confirm that you want to report the email as a potential phishing attempt.



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Step 5: Answer the Reporting Questions

Upon clicking the "Report to Sophos" button, you will be presented with two prompts to answer regarding the suspicious email. Please follow the on-screen directions to respond. If you answer "yes" to both questions, the email will automatically be reported as suspicious to both Sophos and threatreport@roquecc.edu. After reporting, the tool will move the suspicious email to your deleted folder in Outlook.

is displayed, click here to view it in a web browser.

to Sophos request.

our organization. Do not click links or open attachments unless you have verified the sender is legitimate and know the content is safe.

assets/report-phish-plugin/v1.4.0.0/Dialog.html?dialogLang=en-US&dialogType=sendToLabs&isWeb... X

ible phishing or spam attempt. Do you want to submit this report?

all or replied then contact your IT or security team immediately.



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Below is the second prompt to the reporting tool.

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. Do not click links or open attachments unless you have verified the sender is legitimate and know the content is safe.

sh-plugin/v1.4.0.0/Dialog.html?dialogLang=en-US&dialogType=labsReported&isWe... X

hing or spam emails. Prompt reporting allows critical incident response actions to be taken,
we received the same email.



day!

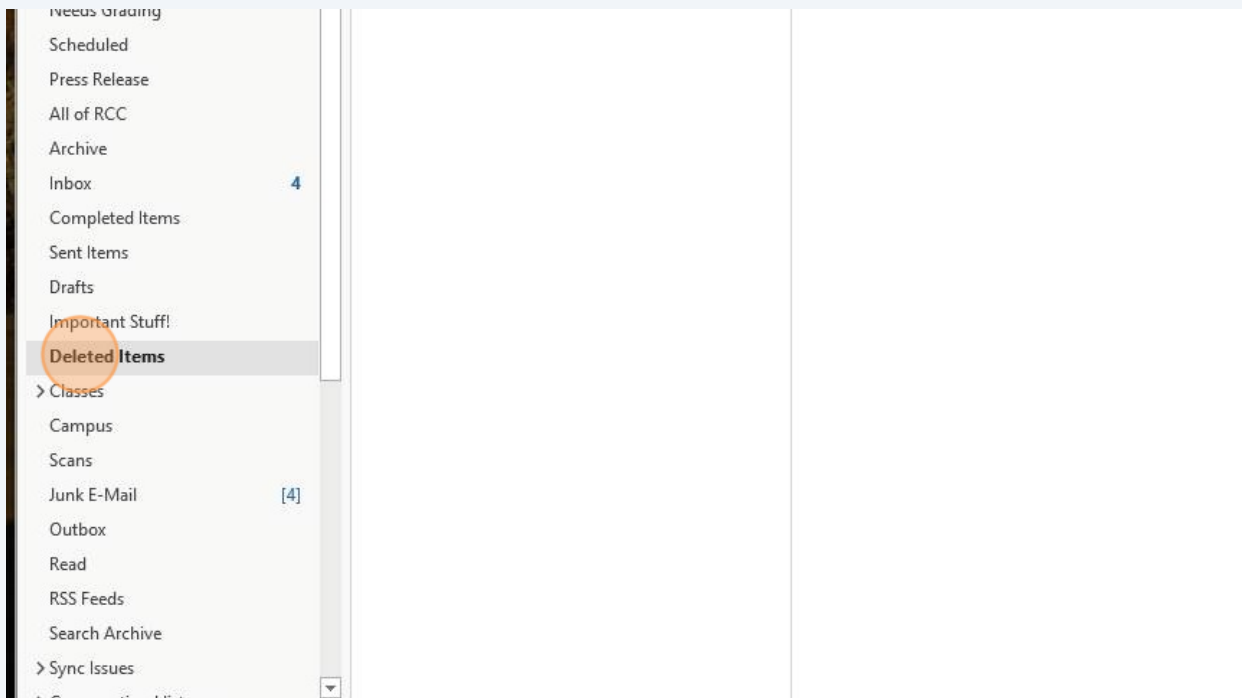
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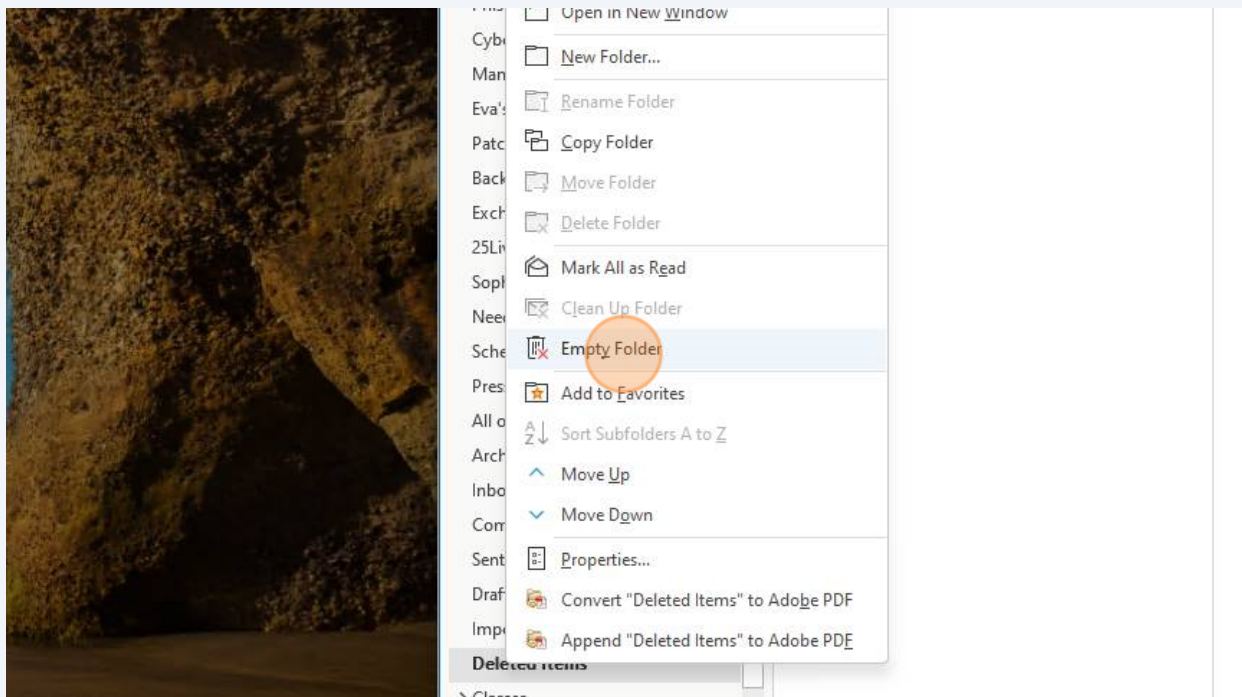
Step 6: Empty Your Deleted Items Folder

To ensure the email is fully removed, please empty your "Deleted Items" folder.



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Right-click on "Deleted Items", then left-click on "Empty Folder" to ensure the email is fully removed from your account.



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Click "Yes"

