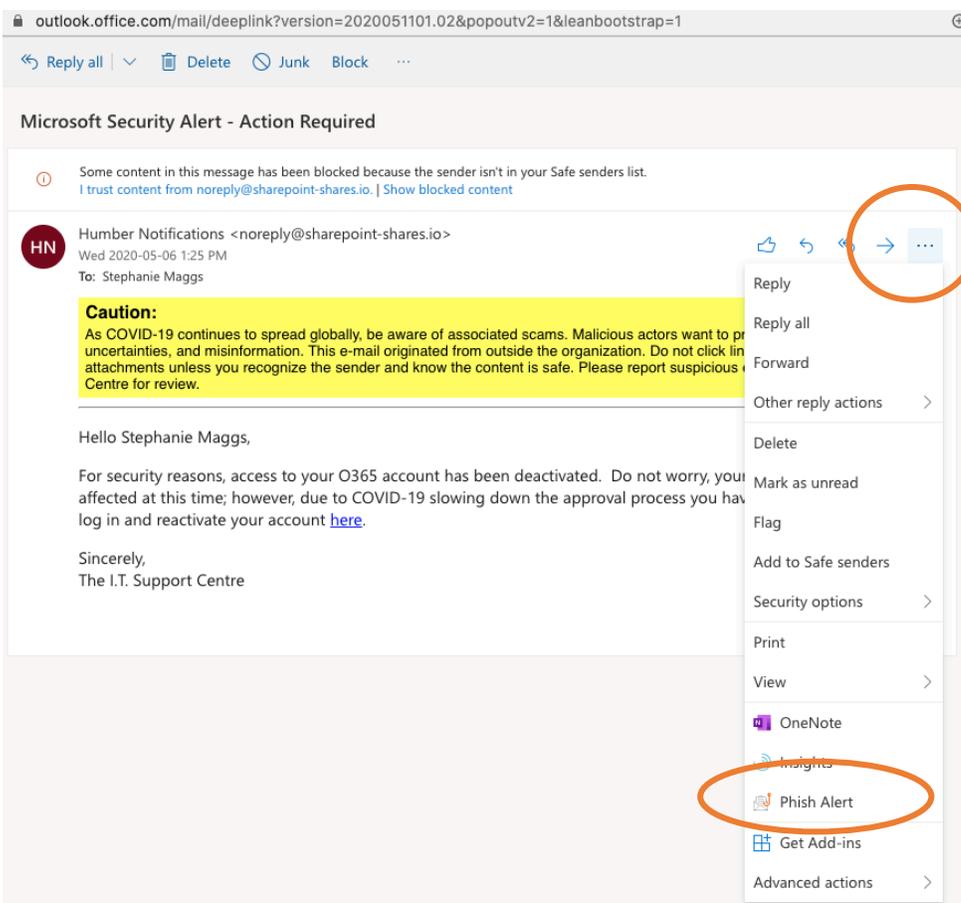




## Understanding the Phishing Alert Button

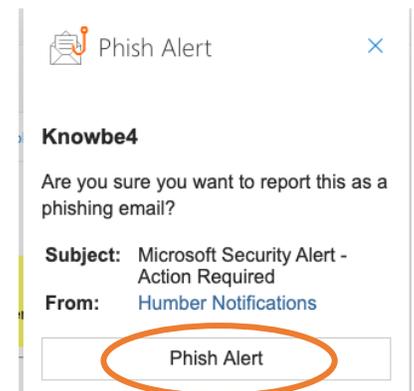
At Humber, whether you are using Outlook online with Office 365, or whether you are still using the Outlook desktop app, it is easy and important, to flag any malicious emails coming into your inbox.

### Office 365



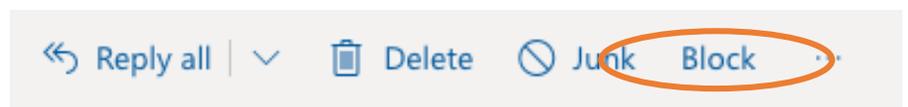
You will always find the Phishing Alert Button by clicking on the ellipsis (3 dots) and then selecting **Phish Alert** in the drop-down menu.

You will receive a confirmation window to verify that you want to flag it as malicious email.



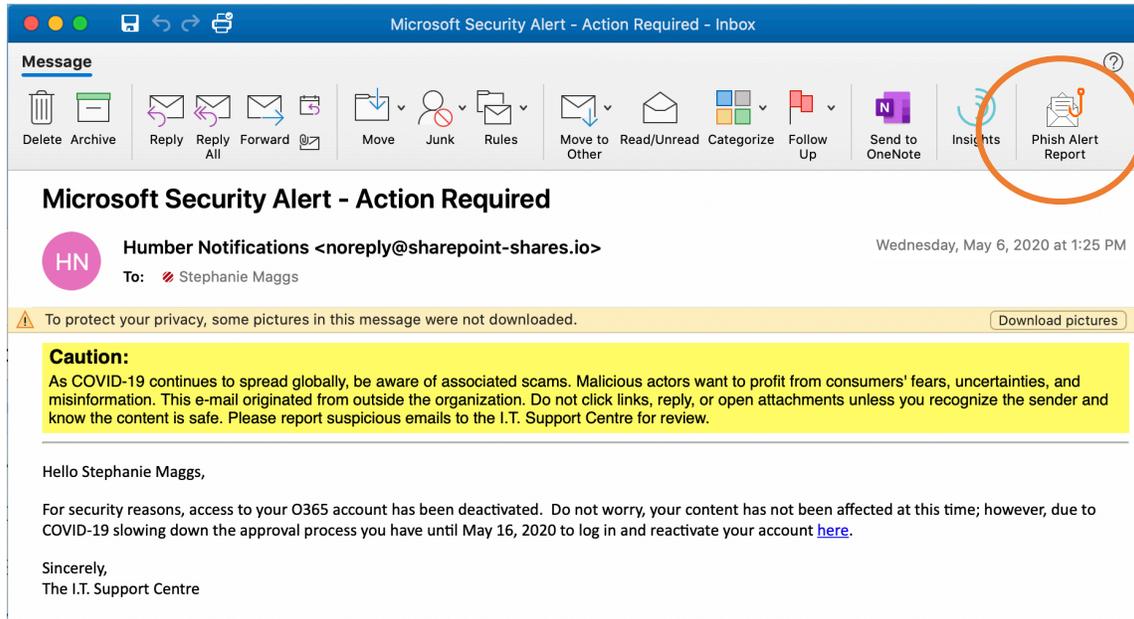
Once you confirm, the email will be deleted from your inbox, and the ITS Server Admins will be notified of the phishing attempt.

If you want, you can also block the sender by selecting the email and clicking **Block** from the menu, or right-clicking on the email and select **Block** from the menu.

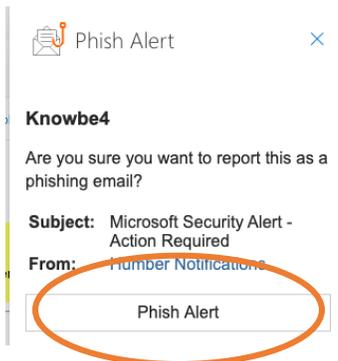
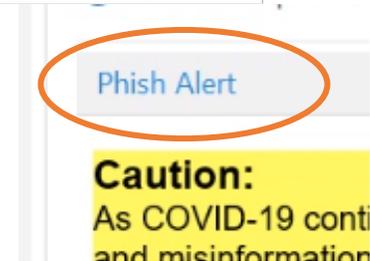


## Outlook Desktop App

In the desktop app version, you can find the **Phish Alert Button** in the ribbon. If your window is sized too small, look for the black arrow to access the hidden buttons. You can access the **PAB** viewing the suspicious email in the viewer or if you open the email.



Some versions of the desktop app will also have a **PAB** in the email itself, right about the body or the message.



You will receive a confirmation window to verify that you want to flag it as malicious email.

You are the last line of defence in protecting Humber College from malicious cyber-attacks

## Remember!

Stop, Look, and Think – Don't be Fooled.



If you are not sure, you can contact the Support Centre at:

☎ 416.675.6622X8888

💬 [humber.ca/techtalk](https://humber.ca/techtalk)

✉ [SupportCentre@humber.ca](mailto:SupportCentre@humber.ca)

