



## **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 dropdown menu.

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

<sub> (</sub> Ph	ish Alert	×
Knowbe	4	
Are you sure you want to report this as a phishing email?		
Subject:	Microsoft Security Alert - Action Required	
From:	Humber Notifications	
	Phish Alert	

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.

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Message	Move Junk Rules Move to Read/Unread Categor	ze Follow Up Send to OneNote Insights Phish Alert Report		
Microsoft Security Alert - Action Required Humber Notifications <noreply@sharepoint-shares.io> To:  Stephanie Maggs</noreply@sharepoint-shares.io>				
Caution: As COVID-19 continues to spread globally misinformation. This e-mail originated fror know the content is safe. Please report su	, be aware of associated scams. Malicious actors want to p outside the organization. Do not click links, reply, or open spicious emails to the I.T. Support Centre for review.	rofit from consumers' fears, uncertainties, and attachments unless you recognize the sender and		
Hello Stephanie Maggs, For security reasons, access to your O365 a COVID-19 slowing down the approval proce Sincerely, The I.T. Support Centre	ccount has been deactivated. Do not worry, your content ha ss you have until May 16, 2020 to log in and reactivate your	s not been affected at this time; however, due to account <u>here</u> .		

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

<sub> (</sub> Phi	ish Alert ×		
Knowbe4			
Are you sure you want to report this as a phishing email?			
Subject:	Microsoft Security Alert - Action Required		
From:	humber Notification?		
	Phish Alert		

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!**



Phish Alert

Caution:

As COVID-19 conti

and misinformation

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 SupportCentre@humber.ca

