

Report Suspicious Emails Instantly

CYBERSECURITY

Marian University IT Security Guide — Phish Alert Button (PAB)

WHY USE THE PHISH ALERT BUTTON?

- **Rapid IT Remediation:** Sends suspicious emails directly to IT with one click for rapid analysis
- **Preserves Critical Metadata:** Preserves full email header metadata—forwarding an email strips this essential tracing data
- **Automated Campus Protection:** Automatically removes the message from your inbox and triggers checks to purge the same malicious threat across all campus inboxes

WHEN TO CLICK THE PAB

Report immediately if you encounter any of the following indicators:

- **Urgency or Verification:** Requests for passwords, account verification, or urgent financial/gift card transfers
- **Sender Mismatches:** Emails claiming to be internal faculty/staff but sent from non-@marian.edu external addresses
- **Off-Platform Requests:** Requests to communicate via personal email addresses or external chat platforms
- **Suspicious Links:** Links pointing to unfamiliar file-sharing pages or unexpected login portals
- **Too Good To Be True:** Unsolicited job offers, high-paying work-study scams, or free equipment offers

 **Rule of thumb: If something makes you hesitate — report it!**

CRUCIAL RULE: DO NOT FORWARD!

Never forward suspicious emails to the Help Desk or colleagues. Forwarding alters header fields and strips the technical metadata IT needs to block the sender across Marian University. Always use the PAB instead

WHERE TO FIND THE PAB

Outlook Desktop

Look for the Phish Alert Button (PAB) icon in your top ribbon toolbar of a particular email directly above the time received.

Outlook Web (OWA)

If you do not see the PAB in the toolbar like the desktop version, then click the **three dots (...)** above the time received and select the icon from the menu

Outlook Mobile App

Tap the **three vertical dots** inside the email toolbar below the time it was received and choose "Phish Alert"

 Phish Alert

QUICK STEPS

- 1 **Select** the suspicious email in Outlook
- 2 **Click** the Phish Alert Button 
Confirm submission when prompted. The email is safely removed
- 3

NEED ASSISTANCE?

Marian University IT Help Desk

 **317-955-6444**

 helpdesk@marian.edu

 helpdesk.marian.edu