How to Use PhishAlarm in Microsoft Outlook for PC and Mac, Webmail, and Mobile

When you open an email using Microsoft Outlook and you are unsure of whether the email is legitimate or not, you can use the new “Report Phish” button on your tool bar (highlighted below). If you click on the icon it will forward the email as a ticket to the technology helpdesk.

If you use Webmail version of Outlook, you will find Report Phish by clicking the three dots on the top-right side of your screen. Scroll down until you see the “Report Phish” option.
If you use *Mobile version of Outlook*, you will find Report Phish by clicking the three dots on the top-right side of your screen. Scroll down until you see the “Report Phish” option.