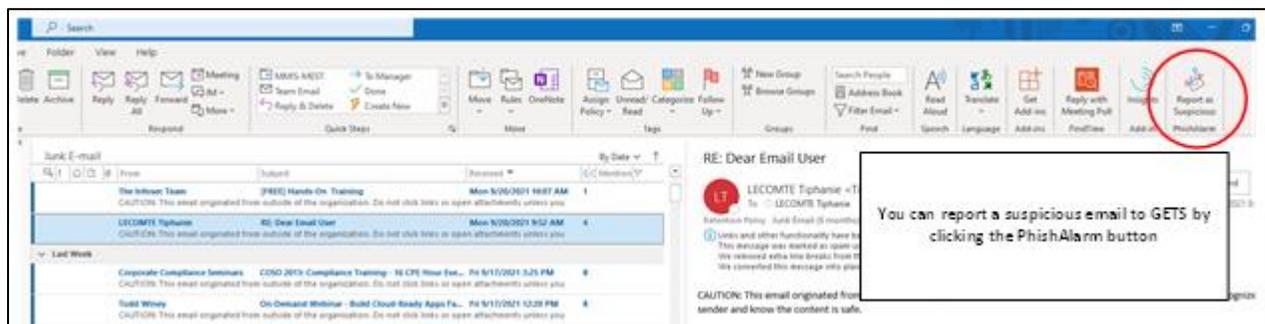


## Easy new way to report suspicious emails – PhishAlarm

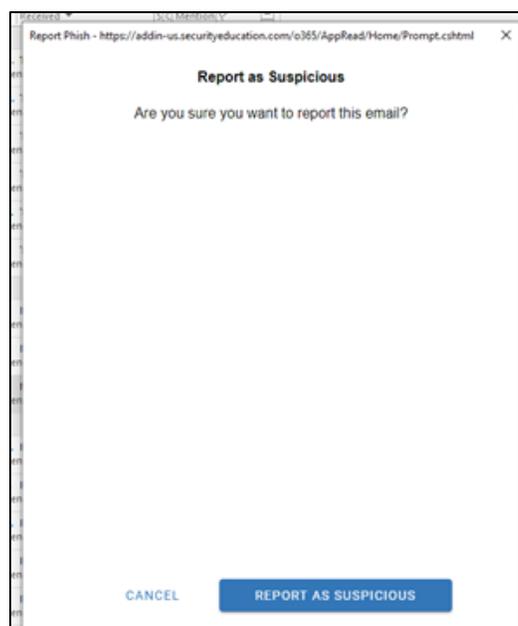
You'll soon have an easy new way to report suspicious emails (e.g., suspected phishing emails). In the coming days we'll activate a **PhishAlarm button**, and it will begin appearing on the ribbon at the top of the screen when you have your Outlook Mail application open on your computer. The button also says, "Report as Suspicious."



Whenever you suspect an email could be a phishing attempt or malicious, simply select the email and click the **PhishAlarm button**. (Of course, don't open any of the email's attachments nor click on any of its embedded links.)



Once you click the button, you'll see a pop-up message asking you to confirm you intended to report this email as suspicious. If yes, click "Report As Suspicious."



Clicking “Report as Suspicious” will do two things: 1) It will report the suspicious email to our DCH Cybersecurity team, and 2) It will move the email to your Deleted Items folder. You’ll see a pop-up message confirming your action.



As we introduce the **PhishAlarm button**, please note:

1. We want to hear from you when something looks phishy. Don't be silent about suspicious emails – if you suspect it, report it rather than simply deleting it. It's important for promoting the safety of DCH's computer systems and data. YOU are key to keeping our DCH sensitive/confidential data secure!
2. You'll continue to get “Next Steps” emails from your DCH Cybersecurity Team on block/junk sender, and double delete the email.

What if you're using Outlook web access (OWA)?

**PhishAlarm button** will be there too, though the path to it is different. The screenshot below should help. Select the email of interest, then in the reading pane, click the *More* actions button (...) at the top right. In the dropdown menu that appears, select “Report As Suspicious.” From that point, the pop-up screens and options that appear will parallel what's described above.

