1. First **select, open, or preview** the message you want to report.
2. Click on the **Report Phishing** button.
3. Click the **OK** button to complete the report.
1. First **select**, **open**, or **preview** the message you want to report.

2. Click on the […] menu along the menu bar and scroll down to the **Report Phishing** button.

3. Click the **OK** button to complete the report.
1. Select the message you want to report.
2. Click the three dots [...] under the message date.
3. Click the Report Phishing button.
4. Click OK to complete the report.
1. First select, open, or preview the message you want to report.
2. Click the [...] menu to the right of the message, then choose the Report Phishing button.
3. Click OK to complete the report.
4. To make it easier, you can “pin” the Reporter button (see next page)
1. Login to Microsoft 365 (portal.office.com) with your Sac State credentials and open Outlook.
2. Select Settings > View all Outlook settings > Mail > Customize actions.
3. Scroll down and click the checkbox for Report Phishing (if unchecked).
4. The PhishMe Reporter button will now appear in message menu.