

How To:

Report Suspicious Emails

Purpose

Cyber attackers will attempt to fool you by sending you an email prompting you into taking swift action. Once a link or attachment is clicked, victims are redirected to a website or are downloading a file that seeks to infect your computer or steal sensitive information from it.

Forwarding suspicious emails

- 1 Forward the suspicious email to VXVSLFLRXVHPDLO#VRXWKDODEDPDH
- 2 Enter in the Subject Line: Suspicious Email for Review
- 3 Enter in the Body: Enter a brief description of why you believe the email is suspicious.
- 4 Enter this after the forwarded email: Paste the original message for extensive review.

Copying the original message

- 1 Open the suspicious email you would like to report.
- 2 Click the z icon located in the top right corner of the message.
- 3 Select Show Original and click the Copy to Clipboard button.

