How to Report Suspicious Emails in Outlook

Stay Safe – Report Phishing Emails

If you receive a suspicious email, you can quickly report it using the **Report Message** button in Outlook.

Reporting suspicious emails helps protect everyone at Warragul Regional College.

Report Email in Outlook Desktop App

Step 1 – Open the Suspicious Email

Click once on the email you think may be suspicious.

- Outlook inbox with suspicious email selected.

Step 2 – Click the “Report” Button

At the top of Outlook, click:

Report → Phishing

Outlook Report Button

- Outlook ribbon showing the Report button.

Step 3 – Confirm the Report

A confirmation box may appear.

Click **Report Phishing**.

Step 4 – Email is Sent to Microsoft for Analysis

The email will be:

- Removed from your inbox
- Sent to Microsoft for review
- Used to improve spam and phishing protection

 You’re done!

- Success confirmation message.

Tips to Stay Safe

 Do not click suspicious links

 Do not open unexpected attachments

 Double-check sender email addresses

 When unsure, report the message

Need Help?

If you are unsure whether an email is safe:

- Report the message using the steps above
- Contact your IT support team at it@wrc.vic.edu.au

Microsoft Reference

Official Microsoft Guide:
https://learn.microsoft.com/en-us/defender-office-365/submissions-outlook-report-messages

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