

# # 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.

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## 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.
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### Step 2 – Click the “Report” Button

At the top of Outlook, click:

**Report → Phishing**

**Outlook Report Button**

- Outlook ribbon showing the Report button.
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# Step 3 – Confirm the Report

A confirmation box may appear.

Click **Report Phishing**.

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# 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.
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# Tips to Stay Safe

- Do not click suspicious links
  - Do not open unexpected attachments
  - Double-check sender email addresses
  - When unsure, report the message
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# 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](mailto:it@wrc.vic.edu.au)
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# Microsoft Reference

Official Microsoft Guide:

<https://learn.microsoft.com/en-us/defender-office-365/submissions-outlook-report-messages>

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