Phish Alert Button in Outlook

Periodically, you will receive emails that appear to be phishing/scam emails. These emails are of dubious origin and typically try to entice you to click a link, which usually results in malware being installed on your computer or some other nefarious outcome.

It's always good practice to verify the authenticity of an email before clicking any links (check the sender, hover over the link to see where it goes, ask the purported sender in Teams if the email is real, and so on).

Now, some of these emails are sent by KnowBe4 to test your phishing/scam detection skills, while others are real attempts to phish for information.

Regardless, if an email appears to be phishing, use the **Phish Alert** button to report them.

> ⚠️ **Important**
>
> Do not use Outlooks' **Report Phishing** button. Only use the **Phish Alert** button from KnowBe4 so that the proper personnel are informed.
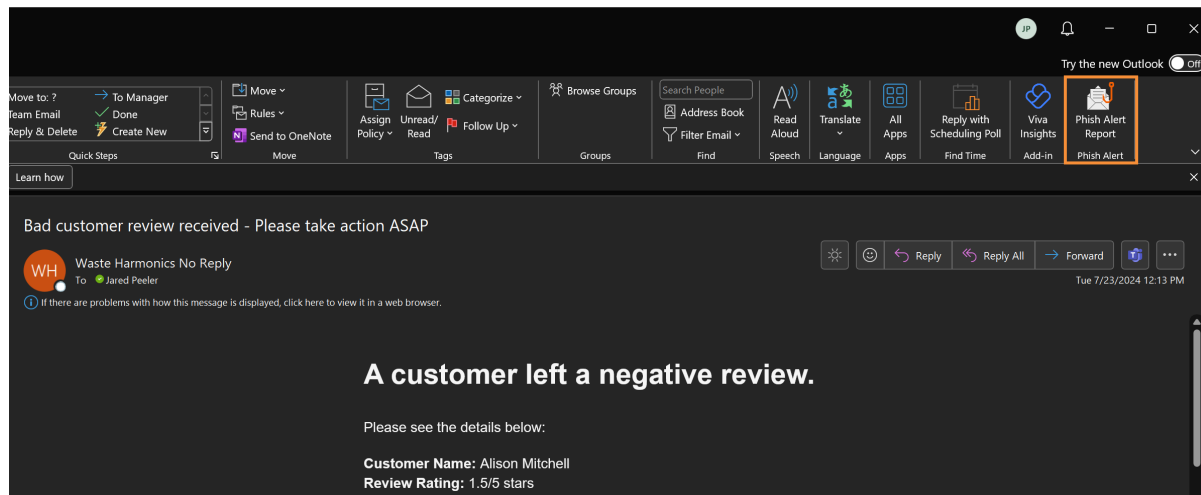
The location of the **Phish Alert** button is different depending on the Outlook version you are using:

- Outlook (Classic) Desktop
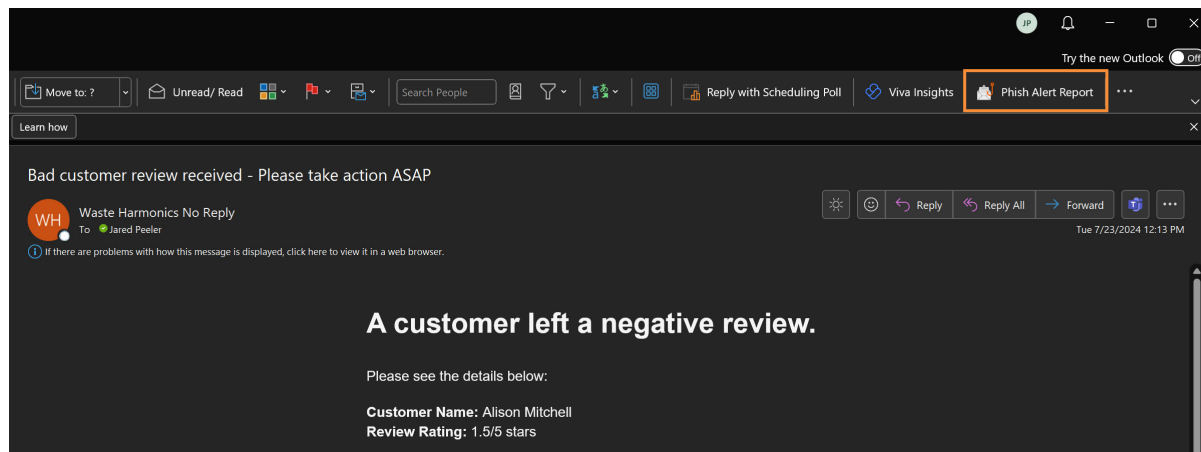- Outlook (New) Desktop
- Outlook Web

1. Outlook (Classic) Desktop

If you're using the old version of Outlook:

1. Open the suspected email.
2. On the **Ribbon**, select **Phish Alert**.
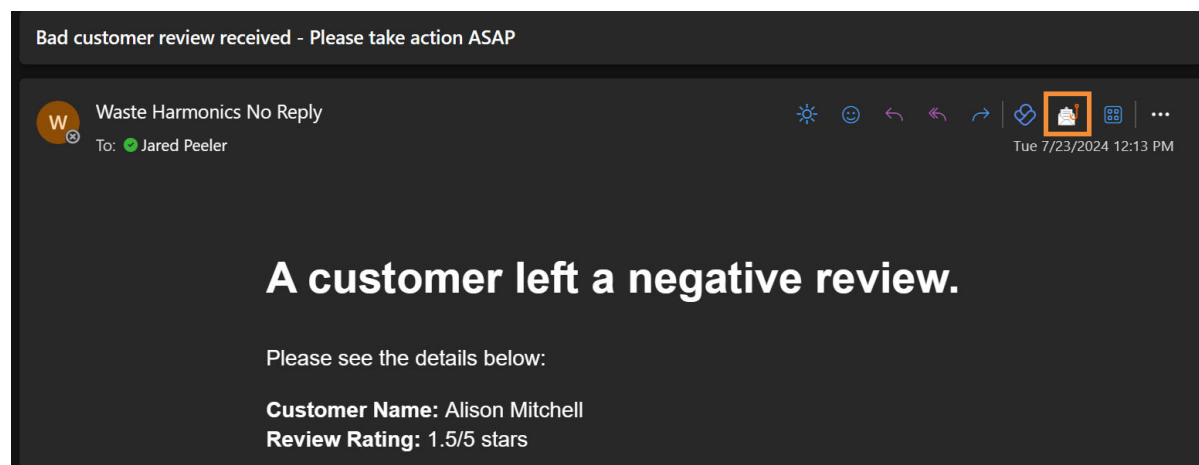
Classic Ribbon

Simplified Ribbon

2. Outlook (New) Desktop

If you're using the new version of Outlook:

1. Preview the suspected email.

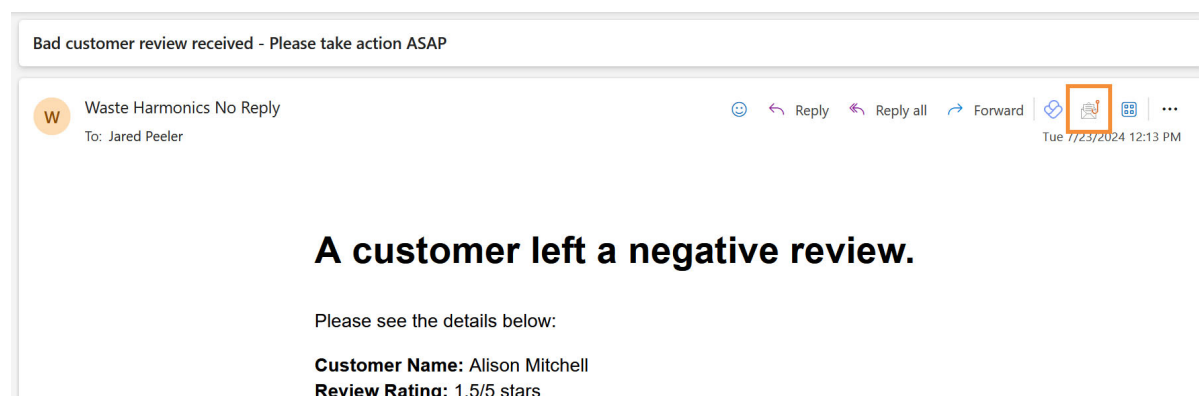2. On the **Quick Access Toolbar**, select **Phish Alert** ( ).

Bad customer review received - Please take action ASAP

Waste Harmonics No Reply
To: ● Jared Peeler
Tue 7/23/2024 12:13 PM

A customer left a negative review.

Please see the details below:

Customer Name: Alison Mitchell
Review Rating: 1.5/5 stars

> ✏ **Note**
>
> If you do not see this icon, select **More actions** (▭▭) and select it from the menu.

3. Outlook Web

If you're using Outlook in a web browser:

1. Preview the suspected email.
2. On the **Quick Access Toolbar**, select **Phish Alert** (✉).

Bad customer review received - Please take action ASAP

Waste Harmonics No Reply
To: Jared Peeler

☺ ↩ Reply ↩ Reply all ↪ Forward ...
Tue 7/23/2024 12:13 PM

A customer left a negative review.

Please see the details below:

Customer Name: Alison Mitchell
Review Rating: 1.5/5 stars

> ✏ **Note**
>
> If you do not see this icon, select **More actions** (▭▭) and select it from the menu.