How to use the Phish Alert Button in Outlook Web Access?

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In this article you'll learn about the following:

How to report e-mails in Outlook Web Access using the Phish Alert Button.How to pin the PAB permanently to your message surface.

Whenever you receive a suspicious email, please

do not click on the links contained in the messagedo not open any of the attachmentsdo not reply to the message

Note: For further information on the characteristics of a phishing email, you may check out the following knowledge article: How to detect a phishing email.

1. To report a suspicious email, select the respective message and click on "..." in the upper right corner of your message surface.

2. A drop down menu opens. Now please select "Phish Alert V2" to report the suspicious email.

3. You will then be asked if you want to report this message. Please click on "Phish Alert".

4. All steps have now been taken to report the suspicious e-mail. The message will now be removed from your mailbox and automatically forwarded to Fresenius Phish Analyzer.

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How to pin the PAB permanently

To save time you can also pin the PAB pemanently to the message surface.

1. Please click on "Settings" and then choose "view all Outlook settings".

2. Then click on "Mail" and choose "Customize actions".

3. Activate the checkbox on "Phish Alert V2" and save the changes.

4. Now the Phish Alert Button is pinned permanently into your message surface.