# Report Suspicious Emails

[Suspicious Email](#_Toc112742614)

[Related Documents](#_Toc112742615)

**Description**: This document provides instructions on how report suspicious emails. It is important to report suspicious emails each time.

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| Suspicious Email |

To report a suspicious email message, perform the following steps:

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| **Step** | **Action** |
| **1** | In your **Outlook** inbox select the suspicious email message. |
| **2** | Select the **Report Phishing** button located in the ribbon at the top your Outlook application. |
| **3** | If you do not have the Report Phishing button, forward the email to [SOC@CVSHealth.com](mailto:SOC@CVSHealth.com) |

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| Related Documents |

[Security Awareness Phishing Heartbeat page](https://heartbeat.cvshealth.com/sites/our-company/our-organization/information-technology/enterprise-information-security/security-awareness/news/471635/phishing)

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