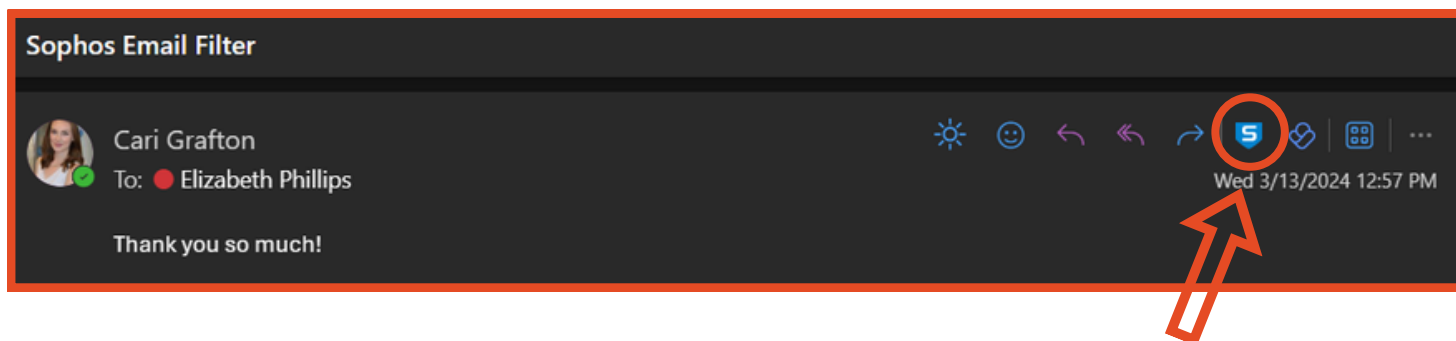


## Reporting a message to SOPHOS

### STEP 01

#### OPEN EMAIL IN SEPERATE POP-OUT WINDOW TO LOCATE REPORT BUTTON.

To use the report button in Outlook, you need to open the email in a separate window. The report button is located in the ribbon at the top of the window. You can use it to report suspicious messages or manage your junk settings. This works for both Outlook on the web and the Desktop app.



### STEP 02

#### REPORT SUSPICIOUS EMAIL TO SOPHOS.

The report button lets you send messages to Sophos for analysis. This applies to both real and simulated phishing emails. You will need to confirm before sending the report.

Once the report is sent, you will get a thank-you message and the email will be removed from your inbox.

If the email was a Phish Threat simulation, you will receive immediate feedback praising your stellar cyber awareness.

