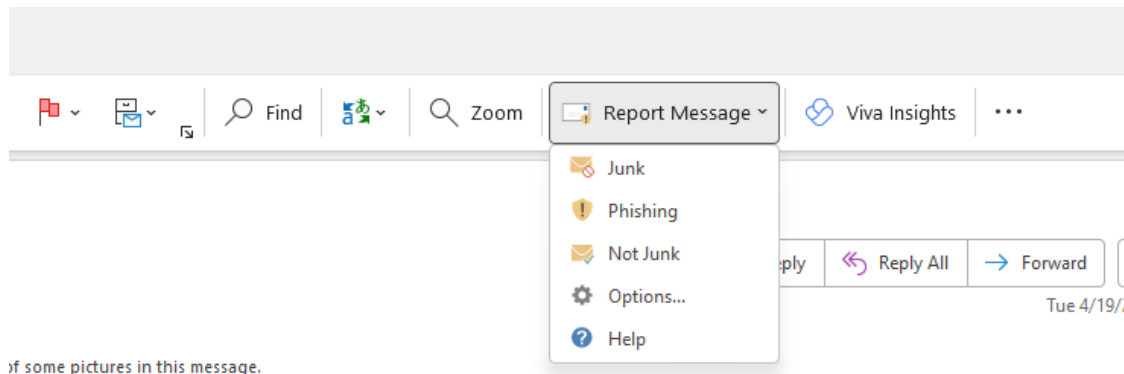


# Report Message Feature for HCDE Email

The IT department has implemented changes to make it easier for our users to report phishing messages. If you are unsure if a message is a phish you can still forward the message to [ITsecurity@hcde.org](mailto:ITsecurity@hcde.org) for manual review. If you are confident that the email is a phish, please follow the steps below. (Note: **Reporting a message as a phish will remove it from your inbox.**)

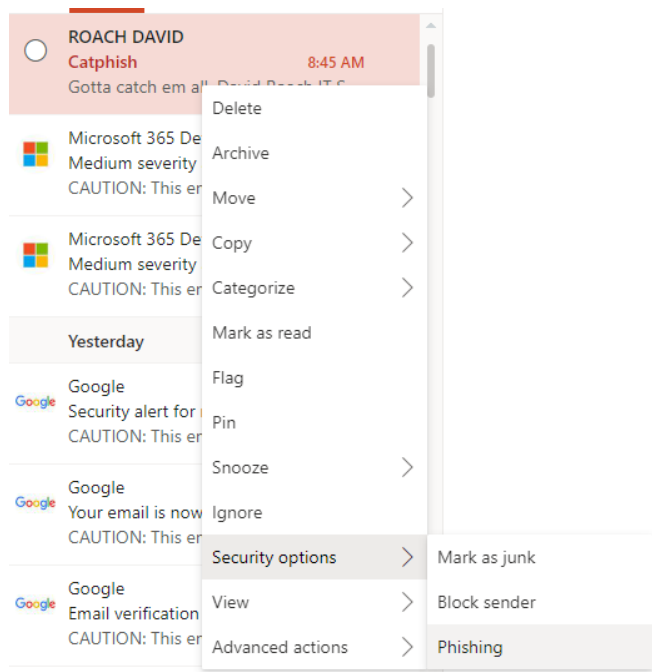
To report an email as a phishing message using the Outlook application, double click the message to open. In the resulting window click the button labeled “Report Message” and select the option labeled “Phishing”. (see image below)



There are multiple ways to report a message in the Outlook web application.

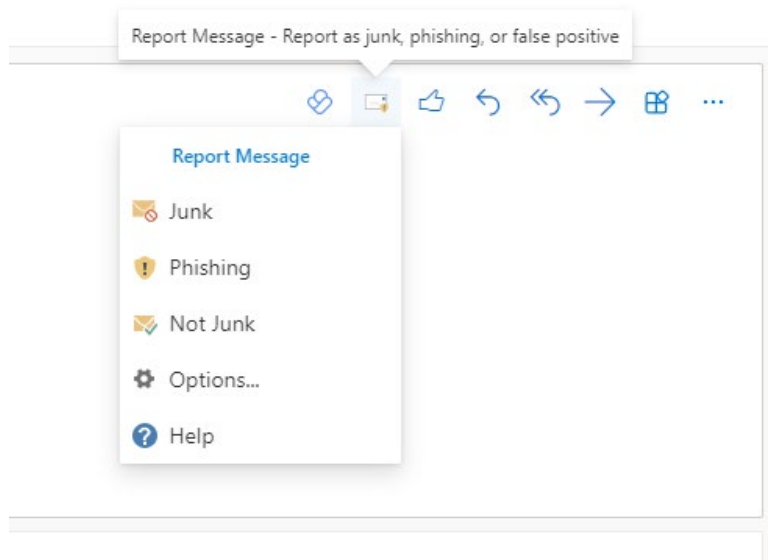
Reporting an unopened message:

To report a message that you have not opened right click the message, highlight the Security Options menu, then click the button labeled “Phishing” (Image below)



## Reporting an open message:

If you have opened a suspected phishing message, click the Report Message button, then select the button labeled “Phishing”. (see the image below)



Thank you for helping make our district safe.