FLORIDA ATLANTIC UNIVERSITY
Charles E. Schmidt
College of Medicine

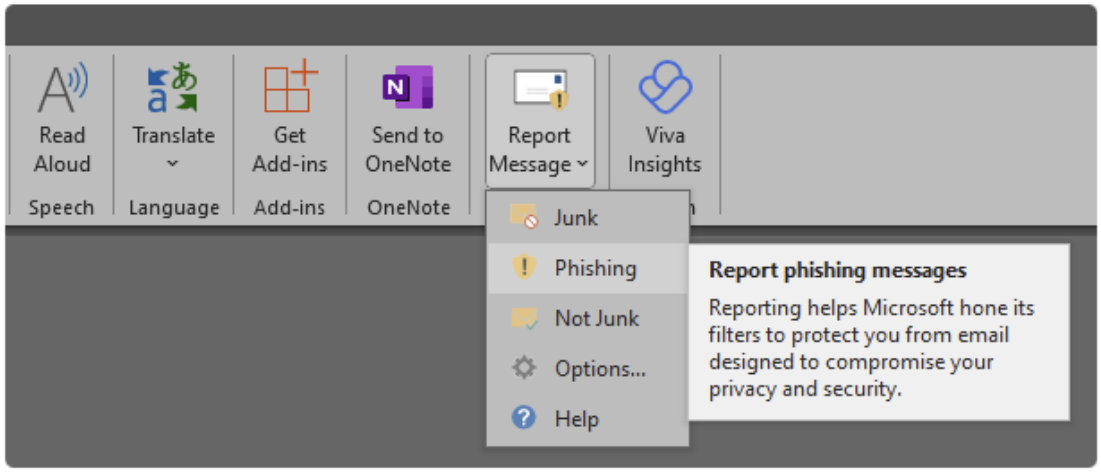
How to Report Phishing in Outlook

Jeff Clark - 2026-03-19 - Security

Please use the Report Message function in Outlook to report phishing emails.

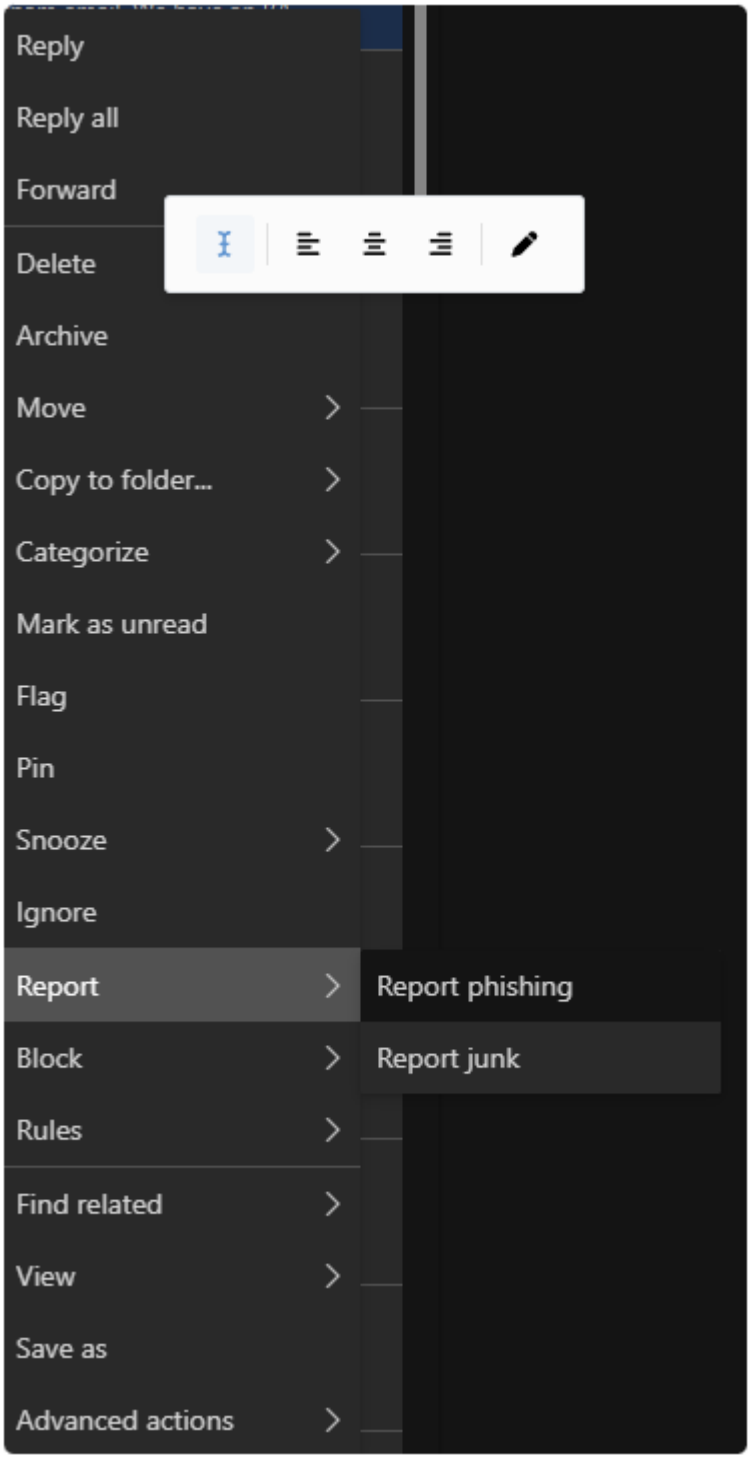
OUTLOOK (Desktop):

You can find it by clicking on the email then clicking Report Message, then select Phishing. This will automatically report the email to OIT.



OUTLOOK (Web):

If you're using Outlook on the web, please right click on the email and select Report, then select Report Phishing.



OUTLOOK MOBILE:

Steps to Report Phishing on Mobile:

- **Method 1: Built-in Reporting**

  1. Open the Outlook app and select the phishing email.
  2. Tap the **...** (three-dot menu icon) in the top-right corner.
  3. Select **Report Junk**.
  4. Select **Phishing**.

Only the original recipient of the email can report it. If you have any further issues, please let us know.