Report a possible suspicious message as phishing in Outlook.com using Web browser Outlook, desktop or mobile platform

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Important notice

After ETS enabled the phishing email self-reporting option, you may receive a message when you open your Outlook inbox the first time. The message will notify you that you have a new add-on added to your Outlook, this is normal, you can acknowledge this message and it will not show up again.

A. Web browser Outlook

Method 1: With Phishing button already enabled by default in your Outlook

- Open an email to report Phishing
Method 2: Steps to enable Phish reporting capability in your Outlook, when Phishing button is not enabled
Method 3: How to report a possible suspicious email message, without setting up the Phishing button in your Outlook
Step 1. Open an email & click on the dots

Step 2. Scroll down & hover

Step 3. Click to report

Proofpoint for Outlook

Thank you for reporting a suspicious email. It has been forwarded to your security team for further review. Your actions are helping to keep your company safe.

CLOSE
B. Desktop Outlook (Windows)

- Click the "Report Phish" button on the far right of the ribbon on the home tab and you will receive a confirmation message from Proofpoint.

C. Mobile Platforms

Android
Step 1: Download the Microsoft Outlook app.

Step 2: Open an email and click on the 3 dots.

Step 3: Click on Report Phish to report.

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Additional Documents