



# BE A HERO!

## Use the Phish Alert Button



You receive an email asking you to take an action. Sounds suspicious, right? But don't worry. You can be a hero by taking the correct action—and giving your IT department the information they need to defend your organization against the effects of malicious email attacks. It's easy. Thanks to the **Phish Alert Button**, or **PAB** for short.

### How do I know what to report?

You should only report messages you suspect are malicious, like **phishing** or **spear phishing** emails. Reporting annoying messages, like **spam**, to IT will waste their time and resources.

**Spam** is unsolicited and unwanted email, typically sent to try to sell you something. While it is often annoying and misleading, it is rarely malicious.

**Simply delete it!**

**Phishing** messages are bulk emails, typically appearing to be from a reputable source, that ask you to take a specific action that can cause damage to you or your organization. These messages are malicious.

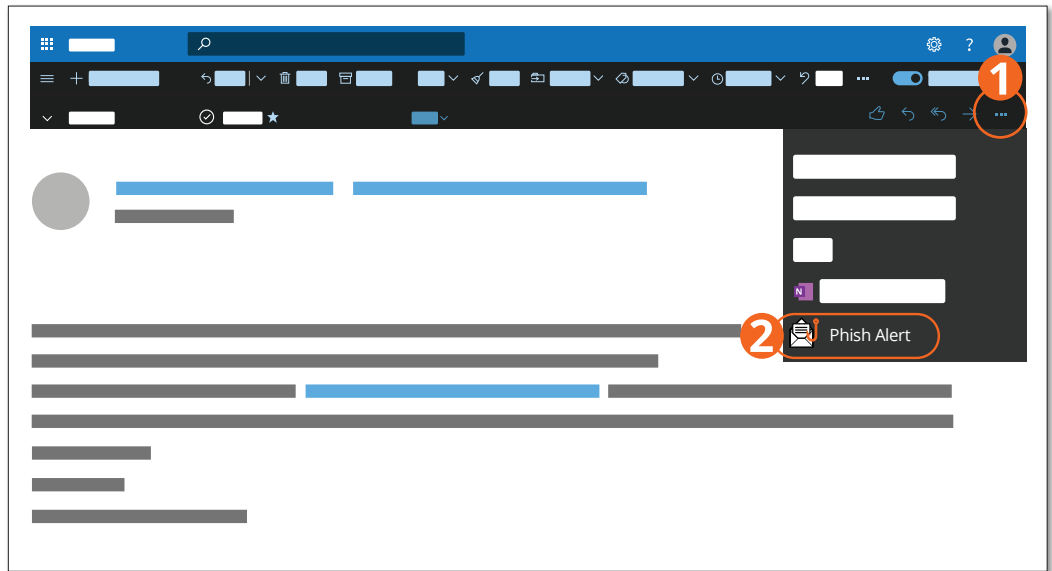
**Report it with the PAB!**

**Spear phishing** emails are targeted attacks on a person or organization, occurring after detailed research in order to make them seem especially real. These messages are extremely malicious and can lead to very damaging consequences.

### Where do I find the PAB in Office 365?

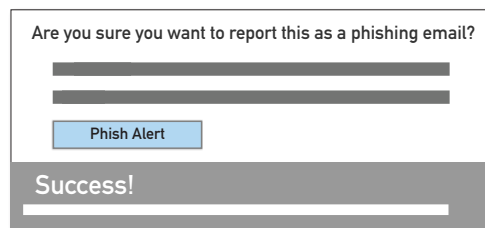
#### While viewing your email:

- 1 You can find the Phish Alert Button by clicking the ellipses (or three dots) in the right side to open a menu.
- 2 You can then click the Phish Alert Button at the bottom of the menu.



#### Confirm:

The pop-up box you see will prompt you to confirm your action. Once confirmed, the email in question will be immediately forwarded to your organization's IT team.



### Stop. Look. Think. Report!

Remember, you are the last line of defense against email based criminal activity. Never click on a link or open an attachment in any unexpected or unsolicited email. If you are uncertain, follow your organization's security policy—or ask your IT team for advice.