



Weill Cornell Medicine Information Technologies & Services

Cheat Sheet: Phish Alarm Add-In for Microsoft Outlook

You're now able to submit spam and suspicious emails to ITS directly from your Outlook Email client, Office365 Outlook, and the Microsoft Outlook App on Apple iOS and Android mobile devices. After submitting the email to ITS for analysis, you will receive an email response shortly after your submission, typically within 5-10 minutes.

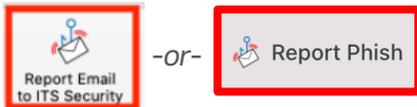
Please visit <https://its.weill.cornell.edu/guides/how-to-report-spam-emails-to-its> for additional details.

Step-by-step instructions for your specific configuration are available below.



Outlook Desktop Client (PC / Mac)

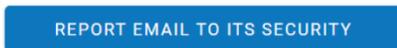
1. Select email to submit to ITS.
2. Click the button labeled "Report Email to ITS Security" or "Report Phish".



Note: Click the "..." in the upper right corner if the button is not available.

Note: If the button appears disabled, open the message to use the button.

3. Click the "REPORT EMAIL TO ITS SECURITY" button in the notification to send this email to ITS Security for review.



4. Close the notification window.

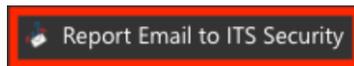
Note: You will receive an email confirmation of submission and can await further instructions from ITS.

5. Delete the submitted email if it's spam or unwanted.



Office 365 Outlook Web App

1. Select email to submit to ITS.
2. Click the three dots "..." in the upper right corner of the email.
3. Scroll down and click the "Report Email to ITS Security" button.



4. Click the "REPORT EMAIL TO ITS SECURITY" button in the notification to send this email to ITS Security for review.



5. Close the notification window.

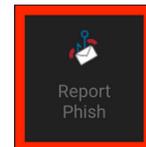
Note: You will receive a confirmation of submission and can await further instructions from ITS.

6. Delete the submitted email if it's spam or unwanted.



Outlook App Mobile (iOS / Android)

1. Select email to submit to ITS.
2. Click the three dots "..." in the upper right corner of the email.
3. Click the button labeled "Report Phish".



4. Click the "REPORT EMAIL TO ITS SECURITY" button in the notification to send this email to ITS Security for review.



5. Close the notification window.

Note: You will receive a confirmation of submission and can await further instructions from ITS.

6. Delete the submitted email if it's spam or unwanted.

