Q: How can I report phishing to the IS&T Security Team?

Report Phishing in O365 with the Phish Alert Button

When viewing a phishing message in O365 https://outlook.office.com:

1. Click the "More Options" menu and select Phish Alert.

You can make the button appear by default on the message surface (see below).

If you are suspicious about the email but unsure, or would like to ask a question please use the comment box on the report.
Add the Phish Alert Button to the Surface View of O365 Messages

This button is always available in the "more options" section of your O365 messages (as above). For one-click reporting, you need to update your settings to show the button on the message pane.

2. At the top of the page, select Settings (gear icon) > View all Outlook settings.
3. Select Mail > Customize actions.
4. Scroll down to the "Message Surface" section and check the box next to "Phish Alert"
Click **Save**. **Result:** You will see the “Phish Alert” button on the surface of your messages as in this example. This example is not a phishing email and need not be reported. If this were a phishing message, you should click the button to report it.

Report via phishing@mit.edu

Please report phishing emails to the IS&T Security team via **phishing@mit.edu**. We can take steps that will protect other users on the MIT network from falling victim to the phish. Note that these reports must originate from an mit.edu email address or they will be filtered out. Please do not cc: any other support-related email addresses.

⚠️ It is important to note that the best way to report phishing is to forward the original message as an attachment. That will include all the technical details we need. Please take the time to follow these steps so that we can address the issue from as many angles as possible and track down the original source.

See also

- What is a phishing email?
- [https://www.knowbe4.com/phish-alert](https://www.knowbe4.com/phish-alert)