

# Reporting Suspicious Emails to IT

## Overview

If you receive an email that looks suspicious, report it to IT immediately using the **Report Phishing Email** button in Outlook. Do not click any links or open attachments first.

For guidance on how to spot a phishing email, see: [Recognising and Reporting Phishing Emails](#)

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## Outlook Desktop (Windows)

1. Select the suspicious email in your inbox
  2. In the ribbon at the top, click the **Report Phishing Email** button
    - If you cannot see it, click the **... (more options)** button in the ribbon to find it
  3. A confirmation dialog will appear — click **Report**
  4. The email will be forwarded to IT and removed from your inbox
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## Outlook on the Web (Browser)

1. Open the suspicious email
  2. Click the **three dots (...)** menu at the top right of the email
  3. Select **Report > Report phishing**
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## Outlook Mobile App

1. Open the suspicious email

2. Tap the **three dots (...)** at the top right
  3. Select **Report junk** or **Report phishing**
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# If You Cannot Find the Report Button

Forward the email to [helpdesk@pbr.org.au](mailto:helpdesk@pbr.org.au) and note that you believe it is a phishing attempt. Include the original email as an attachment if possible (in Outlook: select the email, then drag it into a new email).

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# Already Clicked a Link?

Contact IT Helpdesk immediately at [helpdesk@pbr.org.au](mailto:helpdesk@pbr.org.au). Do not wait — fast action significantly reduces the impact of a compromised account.

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