

# Outlook Web Access (OWA) PhishNotify Email Button

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### Additional Information

Phish notify will appear in Outlook and Outlook Web Access (OWA) to allow you to report suspected Phishing emails to IT from directly within your email client. This also ensures that IT receives additional technical information/headers for the email to allow them to review the email origin more thoroughly. The email security team can then use the information you provided to identify current threats and protect other members of the college from phishing thanks to you.

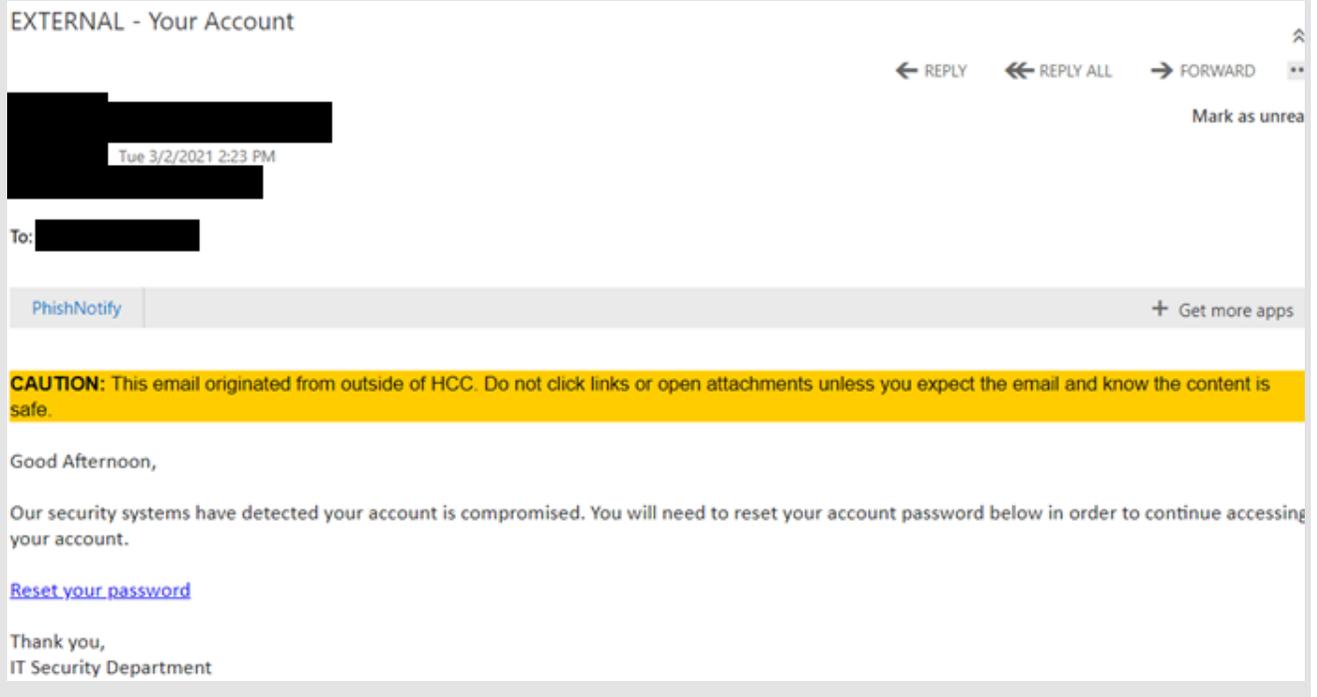
If you'd like to know more about phishing please see the following page [What is phishing - phishing.org](http://What is phishing - phishing.org).

 Should you have any questions or concerns with the instructions, please notify the [Technology Service Center](#) for assistance.

## Step 1

**With Outlook open if you find a suspected Phishing email don't click on any of the links or download any of the images.**

**These can be used to track whether or not you accessed the email or to collect additional information from you.**



EXTERNAL - Your Account

← REPLY   ← REPLY ALL   → FORWARD   ⋮

Mark as unread

Tue 3/2/2021 2:23 PM

To: [Redacted]

PhishNotify   + Get more apps

**CAUTION:** This email originated from outside of HCC. Do not click links or open attachments unless you expect the email and know the content is safe.

Good Afternoon,

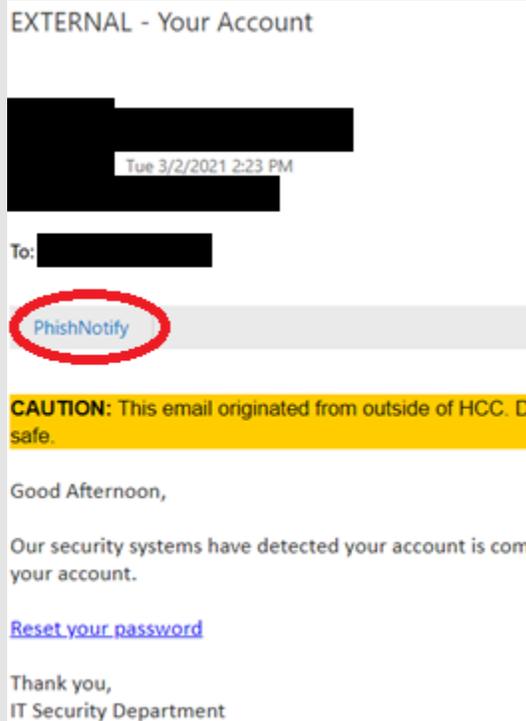
Our security systems have detected your account is compromised. You will need to reset your account password below in order to continue accessing your account.

[Reset your password](#)

Thank you,  
IT Security Department

## Step 2

On the shaded bar just below your name click the PhishNotify button.



## Step 3

A message may pop up at the top the screen, click the blue shaded OK button.

 This message should only appear once. After clicking the OK button it shouldn't appear again.

**An embedded page at appsforoffice.microsoft.com says**

Do you trust the domain owa.howardcc.edu where this Office session is hosted?

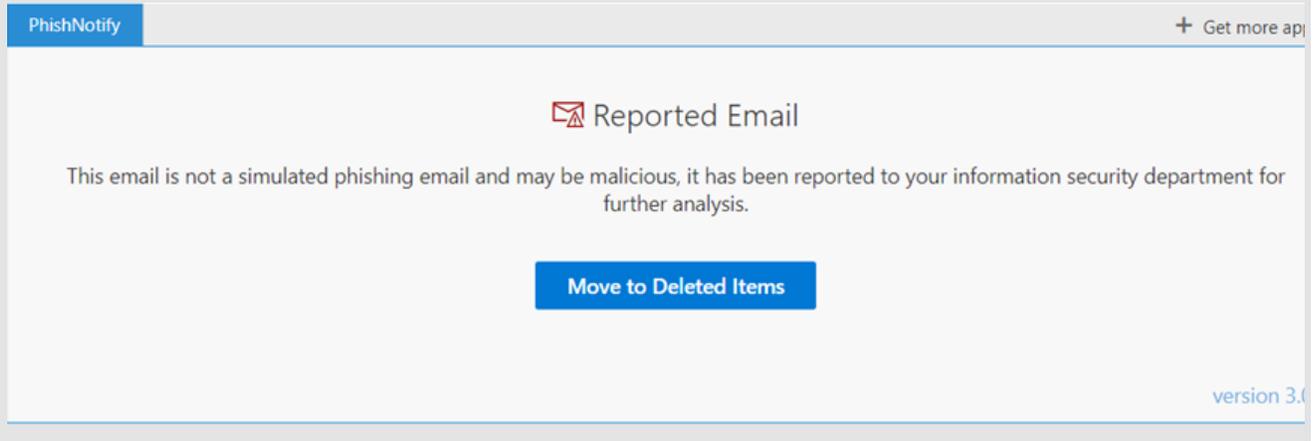
OK

Cancel

## **Step 4**

When you click on the “PhishNotify” button it will send the email details to the email security team for review in a safe text only format.

It will then display the below confirmation box just above the content of the email, you can use this dialog to delete the email from your inbox if desired.

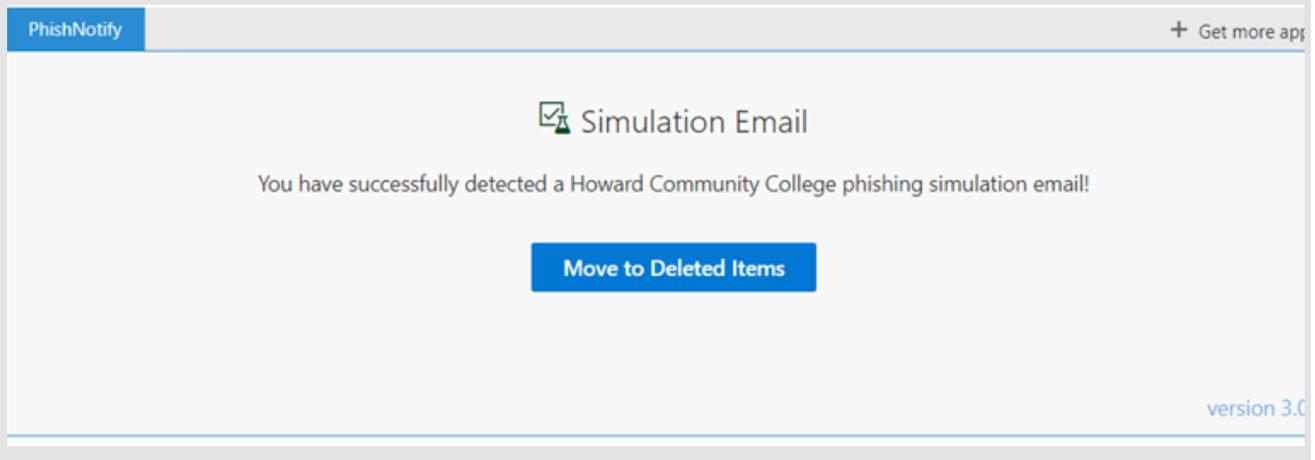


The screenshot shows a mobile application interface for PhishNotify. At the top left is a blue header with the text 'PhishNotify'. At the top right is a link '+ Get more app'. The main content area has a white background with a red envelope icon and the text 'Reported Email'. Below this, a message states: 'This email is not a simulated phishing email and may be malicious, it has been reported to your information security department for further analysis.' A blue button labeled 'Move to Deleted Items' is centered below the message. In the bottom right corner, the text 'version 3.0' is visible.

## **Simulation Phishing Emails**

If you see a message like below - you successfully identified a practice phishing email from the HCC security team!

Click the “Move to Deleted Items” box to remove the email from your mailbox.



The screenshot shows a mobile application interface for PhishNotify. At the top left is a blue header with the text 'PhishNotify'. At the top right is a link '+ Get more app'. The main content area has a white background with a green checkmark icon and the text 'Simulation Email'. Below this, a message states: 'You have successfully detected a Howard Community College phishing simulation email!' A blue button labeled 'Move to Deleted Items' is centered below the message. In the bottom right corner, the text 'version 3.0' is visible.