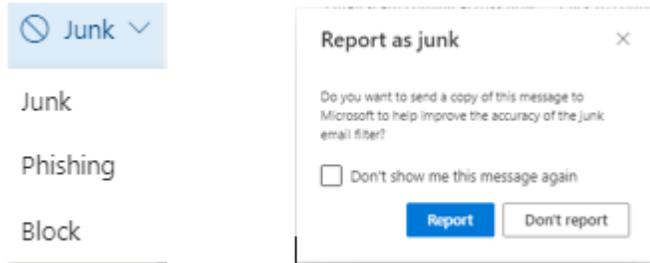
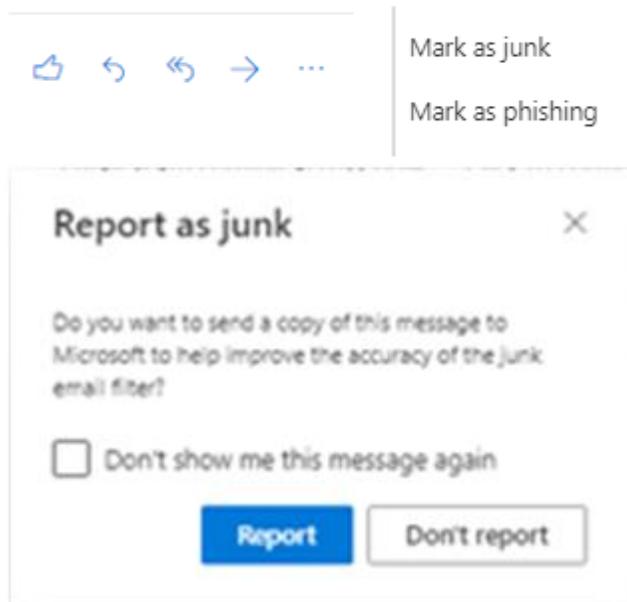


#	Information
1	<p>MinnState released a “Report Message” feature, within Outlook (Desktop & OWA) clients. This feature allows Users to quickly and easily report suspicious messages to the Minnesota State Information Security, Risk, and Compliance Team along with Microsoft simultaneously.</p> <p>Note: This is replacing the forwarding of email to "phish@minnstate.edu"</p>
2	<p>Outlook Desktop Client:</p> <ul style="list-style-type: none">• The following applies whether opening the message or previewing via the inbox<ul style="list-style-type: none">○ Click on the "Report Message" option in the Toolbar○ Select either "Junk" or "Phishing"○ Select "Report" or "Don't Report" in the Confirmation window <div data-bbox="440 716 1040 1482" data-label="Image"><p>The image contains three screenshots illustrating the Outlook Desktop Client reporting process:</p><ul style="list-style-type: none">Top Left: A screenshot of the Outlook toolbar showing the 'Report Message' button under the 'Protection' group.Top Right: A screenshot of the context menu for a message, with 'Phishing' selected. Other options include 'Junk', 'Not Junk', 'Options...', and 'Help'.Bottom Center: A screenshot of the 'Report Message' dialog box. It asks 'Do you want to send a copy of this message to Microsoft to help the research and improvement of email protection technologies?' and includes a checkbox for 'Don't show me this message again.' at the bottom, with 'Report' and 'Don't Report' buttons.</div> <p>Outlook Web Client (OWA):</p> <ul style="list-style-type: none">• Previewing the message via the Inbox<ul style="list-style-type: none">○ Click on the "Junk" option in the Toolbar○ Select either "Junk" or "Phishing"○ Select "Report" or "Don't Report" in the Confirmation window



- Opening the message
 - Click on the 3 dots "More Actions" option
 - Select either "Mark as junk" or "Mark as phishing"
 - Select "Report" or "Don't Report" in the Confirmation window



3

Definitions:

- JUNK: Junk mail, sometimes referred to as Spam, is typically unsolicited, of a commercial nature (e.g. advertising), and usually sent in bulk. These messages may be treated similar to the way we would treat the garbage we get our snail mail and can simply be deleted. Some of the protections in Office365 help identify as Junk and put them in your Junk folder, so items already there do not need to be reported. We generally discourage users from even opening messages in their Junk folder. If the user is absolutely certain that a message has been incorrectly classified as Junk, they can: *highlight the message, click on Report message, then select Not Junk* to move the item back to their Inbox and help "tune" the Office365 Junk filters.

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| | <ul style="list-style-type: none">• PHISH: While they <i>can</i> be similar to SPAM, phish messages also carry a heavy dose of malicious intent - attempting to collect information from Internet users, to be used for illicit purposes (such as potential identity theft, embarrassment, ruined reputations and harassment, disrupted operations of accounts, compromise of brand integrity for businesses and loss of data, spread of malware, or theft of intellectual property.) |
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