## HOW TO REPORT A PHISHING EMAIL

Moving forward, a new button will appear in your Gmail menu.



In your Gmail account, you will see the **Reporter** button in the app list on the right side menu.

If it is not open already, select the Show side panel in the bottom right corner.

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		Get started with Gmail Customize your inbox	Set a signature     Enable desktop     notifications	×
		📄 🚖 Parking Communicati.	Upcoming Changes to Parking - All, Please be advised that due to upcoming works there will be a temporary change to the carpark and surroundin	5:52 Pt
		🗌 👷 Cheif Security Offi.	Strategy review meeting - Hi , Please schedule a meeting with me this week to review our new security strategy. My calendar can be viewed here	5:52 Pt
- Chat	+	🗌 👷 Hameed Khan	Last Night's Security Breach - Dear All, Last night, our company was unfortunately subject to a major security breach and some important data an	5:51 Pf
		🗌 🚖 Steve.Perry	Data Breach Advisory - Dear , We have recently been targeted by sophisticated state actor who compromised our customer payment information	5:51 PI
No conversations Start a chat				
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Create or find a space				



Select the email you would like to report in your inbox.

This will bring up the option and allow you to select **Report Phishing Email**.







Confirm you would like to report the email by selecting **OK**.

This will move the email to the Trash folder and will send it to your security team to investigate.



You will receive a confirmation on the reported email.

Select **OK** to return to the *Phish Reporter* menu.

← Phish Reporter	:	×
Thank you for reporting this email security team.	to the	
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