

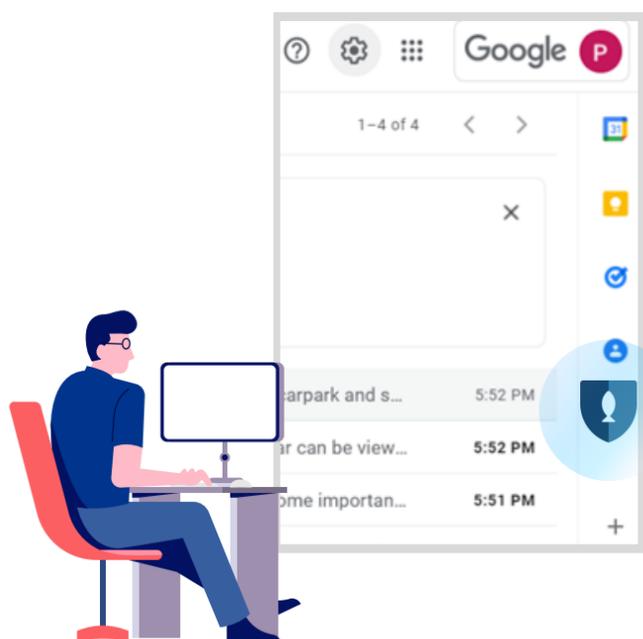
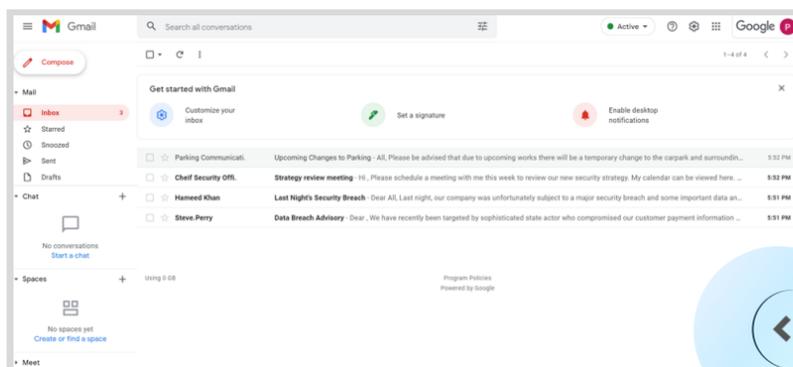
# HOW TO REPORT A PHISHING EMAIL

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



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

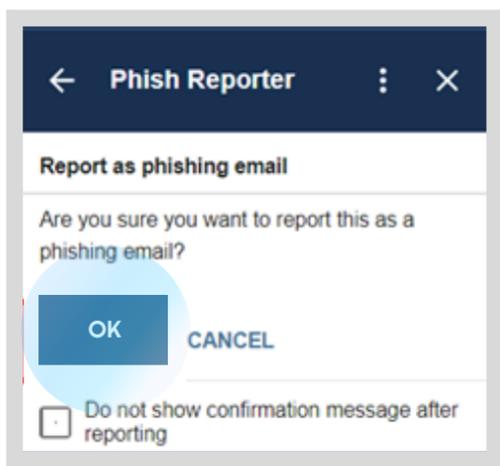
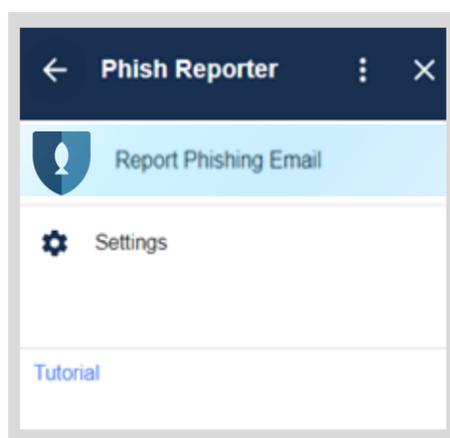
If it is not open already, select the Show side panel in the bottom right corner.



**2** Select the **Phish Report** icon.

**3** 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**.



**4** 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.

**5** You will receive a confirmation on the reported email.

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

