

PHISH ALERT BUTTON

The Phish Alert Button (PAB) allows you to report suspicious emails so that your organization can protect employees like you! Use the information below to learn when to use the PAB, how to tell the difference between spam and phishing emails, and how to report suspicious emails.

WHEN?

Use the Phish Alert Button (PAB) when you suspect that you have received a phishing email. The PAB is used to report emails that you believe are malicious.

WHY?

Reporting emails will help both you and your organization stay safer. By reporting an email, the threatening email is removed from your inbox and your organization is made aware of possible vulnerabilities. Once your organization is aware of these possible vulnerabilities, they can better defend against them. You are an important part of the process of keeping your organization safe from cybercriminals.

WHAT?

To know what emails you should report, you'll need to be able to tell the difference between spam emails and malicious phishing emails. Avoid reporting Spam emails because it can prevent your IT admin from identifying malicious phishing emails in time.

Use the table below to learn the differences between spam and phishing emails:

| PHISHING | SPAM |
|--|--|
| Phishing emails are sent by cybercriminals to entice you to click on a link or to give up personal or sensitive information. | Spam emails are typically sent from companies trying to sell you a product or service. |
| Has a sense of urgency ("do this now!") | Unsolicited or unwanted "junk" email |
| Asks you for sensitive information, such as usernames, passwords, or credit card details | Emails sent to advertise a product |
| Can be more personalized or targeted to you or your organization | Emails such as forwarded chain letters, coupons, donation requests, and unwanted newsletters |

HOW?

Now that you know the difference between phishing and spam emails, here is how you can report suspicious email using the PAB.

1. On any open email, click on the PAB icon.
2. If your inbox asks you to confirm that you would like to report the email, click **Yes** to confirm your action.
3. A message will display to confirm you have successfully reported an email.

IN CONCLUSION...

Remember to **"Stop, Look, and Think!"** before you click.