

# Report Spam or Phishing Emails via Report Message

## Introduction

The Report Message add-in works with Outlook to allow you to report suspicious messages to Microsoft as well as manage how your Microsoft 365 email account treats these messages.

Messages that your Microsoft 365 email account marks as junk are automatically moved to your Junk Email folder. However, spammers and phishing attempts are continually evolving. If you receive a junk email in your inbox, you can use the Report Message add-in to send the message to Microsoft to help us improve our spam filters. If you find an email in your Junk Email folder that's not spam, you can use the Report Message add-in to mark it as a legitimate email, move the message to your Inbox, and report the false positive to help Microsoft improve our spam filters.

## Details

### Report a message

- If you choose the Report Message button on the ribbon, you'll see several different options.
  - Junk
  - Phishing
  - Not Junk
  - Options
  - Help
- If you choose Junk, Phishing, or Not Junk, you'll have the option to send a copy of the message to Microsoft, along with your classification of the message. This is optional. To turn off the option to send a copy of the message to Microsoft, choose Options and then follow the steps listed below.

### What's Junk email?

- Junk email messages are typically referred to as spam.
- These are messages that you don't want to receive that may be advertising products you don't use or find offensive.
- If you choose the Junk option, a copy of the message may be sent to Microsoft to help update our spam filters, and the message will be moved from your Inbox to your Junk Email folder.

### What's phishing?

- Phishing is the practice of luring you into disclosing personal information, such as bank account numbers and passwords.
- Often phishing messages look legitimate but have deceptive links that actually open fake websites.

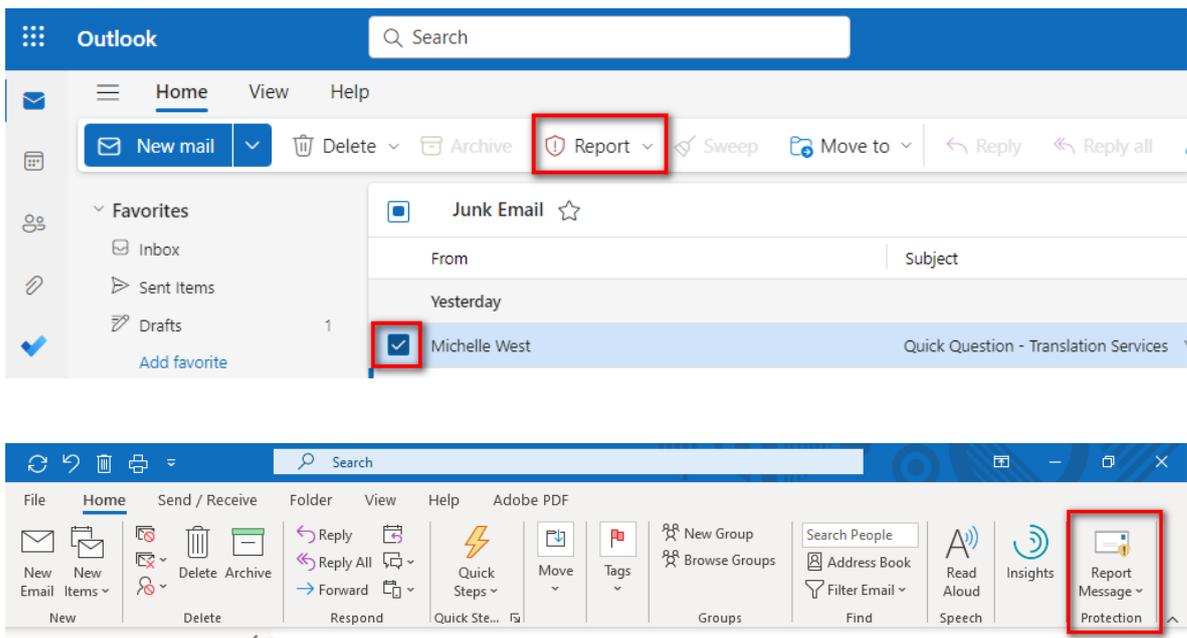
- If you select Phishing, a copy of your message may be sent to Microsoft to help update our filters, and the message will be moved from your Inbox to your Junk Email folder.

### What's a legitimate email?

- If you know the sender and you're expecting the message, or if you receive a message that's mistakenly marked as junk, you can use the Report Message add-in to mark the message as Not Junk.
- This will move the message from the Junk Email folder back to your Inbox.

### Report Message

1. Select the **message** you want to report by putting a **check** in the **box** in front of the message.
2. Click on the **dropdown** next to **Report** or **Report Message**, depending on what version of Outlook you are using.



3. Select the most applicable option.
4. A box will appear where you can confirm you want to report the message, click on **OK**.
5. The message will be removed from your inbox and sent to the appropriate people.

## Related Articles

## Revision History

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