



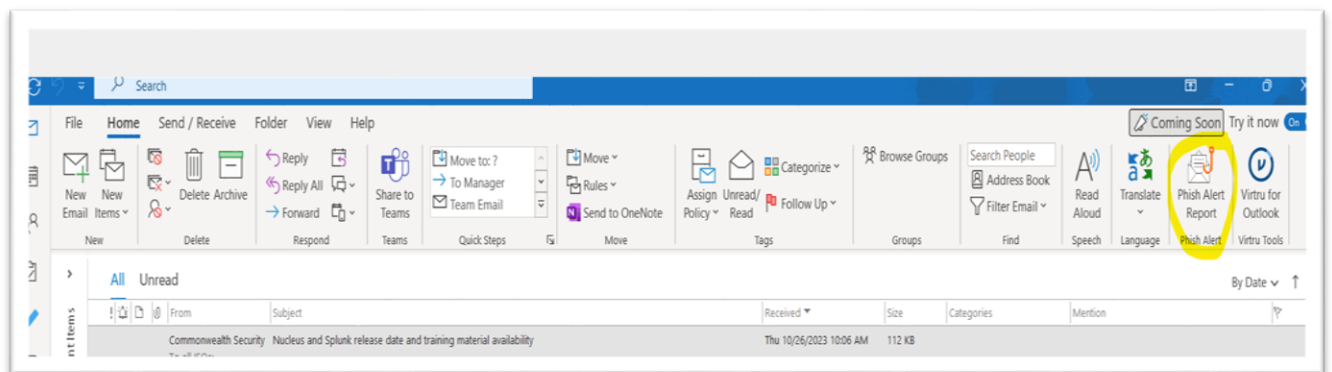
Using the Phish Alert Button

The Phish Alert Button (PAB) is a new email plugin from KnowBe4 that gives you a safe way to handle actual or potential phishing emails. Using the PAB will forward any suspicious emails to the information security team for analysis and delete the email from your inbox, preventing future exposure.

How to find the PAB – Outlook desktop vs. Outlook on the Web vs. Outlook on Mobile Device

Outlook (Desktop Version):

The Phish Alert Report button (highlighted in yellow) appears at the top right of your screen.



When clicked, you will then see a window pop up on the right side of your screen. You can make any comments and click submit to report the suspicious email.

Coming Soon Try it now On

Book Mail Read Aloud Speech Translate Language Phish Alert Report Phish Alert Virtu for Outlook Virtu Tools

Phish Alert

M365

KnowBe4
Are you sure you want to report this as a phishing email?

Subject:
Commonwealth Security Nucleus and Splunk release date and training material availability

Show Sender's Details

Email Classification:

☒ **Phish/Suspicious**
This email is a threat.

☐ **Spam**
This email is spam.

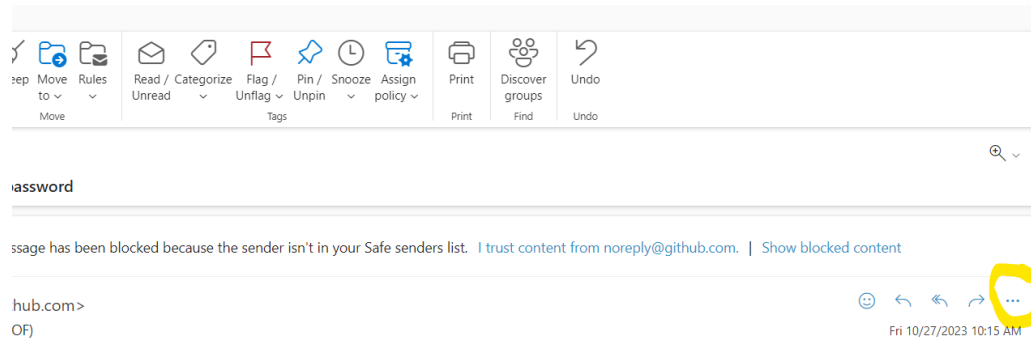
Add a comment...

0 / 360

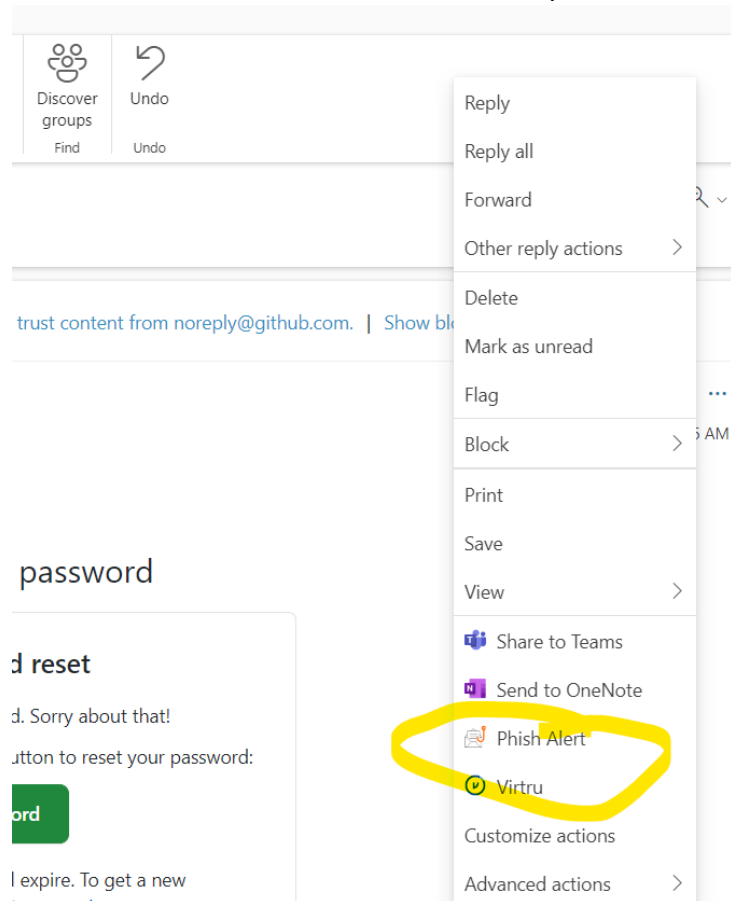
DOF Phish Alert

Microsoft 365 (Outlook on the Web):

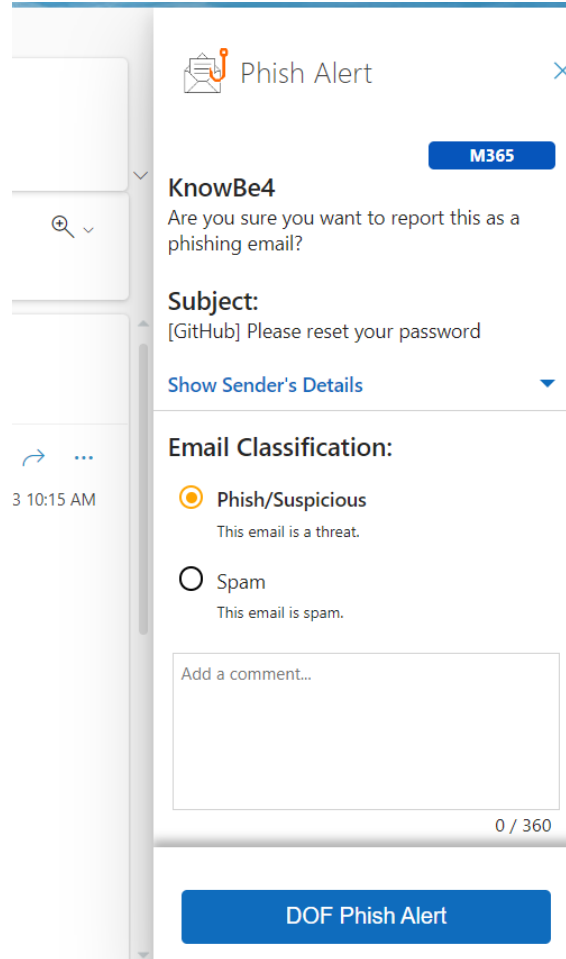
When you are looking at the email, click on the ellipses (three dots – highlighted in yellow) at the right above the date,



You will see the Phish Alert in the list of options:



Click here to see the window where you can submit the report.

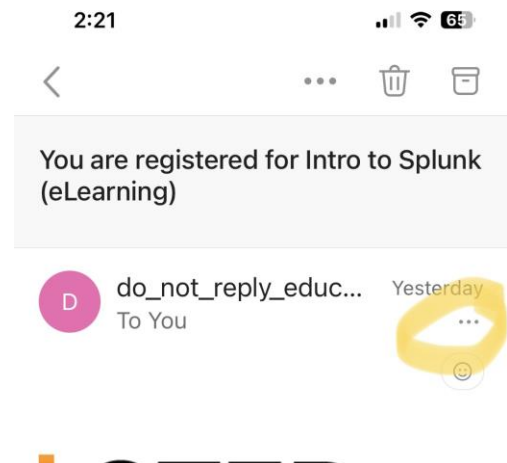


The screenshot shows the Outlook 'Phish Alert' window. At the top, there's a title bar with an envelope icon, the text 'Phish Alert', and a close button. Below this is a blue button labeled 'M365'. The main content area starts with the 'KnowBe4' logo and the question 'Are you sure you want to report this as a phishing email?'. This is followed by the 'Subject:' line, which reads '[GitHub] Please reset your password'. Below the subject is a link 'Show Sender's Details' with a dropdown arrow. The 'Email Classification:' section contains two radio button options: 'Phish/Suspicious' (selected) with the subtext 'This email is a threat.', and 'Spam' with the subtext 'This email is spam.'. Below these options is a text input field labeled 'Add a comment...' with a character count '0 / 360'. At the bottom of the window is a large blue button labeled 'DOF Phish Alert'.

Outlook on Mobile Device:

Click on the ellipses (three dots highlighted in yellow):

Next, select Phish Alert



Then the reporting window will show:

×

Phish Alert

M365

KnowBe4
Are you sure you want to report this as a phishing email?

Subject:
You are registered for Intro to Splunk (eLearning)

Show Sender's Details ▾

Email Classification:
☒ **Phish/Suspicious**
This email is a threat.
☐ **Spam**
This email is spam.

Add a comment...

DOF Phish Alert

