Reporting suspicious emails using Microsoft Outlook

ICIT Technology Training and Advancement

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If you receive a suspicious email - DO NOT OPEN ANY ATTACHMENTS OR REPLY. If you have questions, or require assistance with the reporting process, please contact the Help Desk at helpdesk@uww.edu or Ext. HELP (4357).

1. **Using the Microsoft Outlook Client or using Outlook Web Access, Select "New Mail."**

2. Click and drag the suspicious email from your inbox into the new message window. The message will appear as an attachment in the new message window.
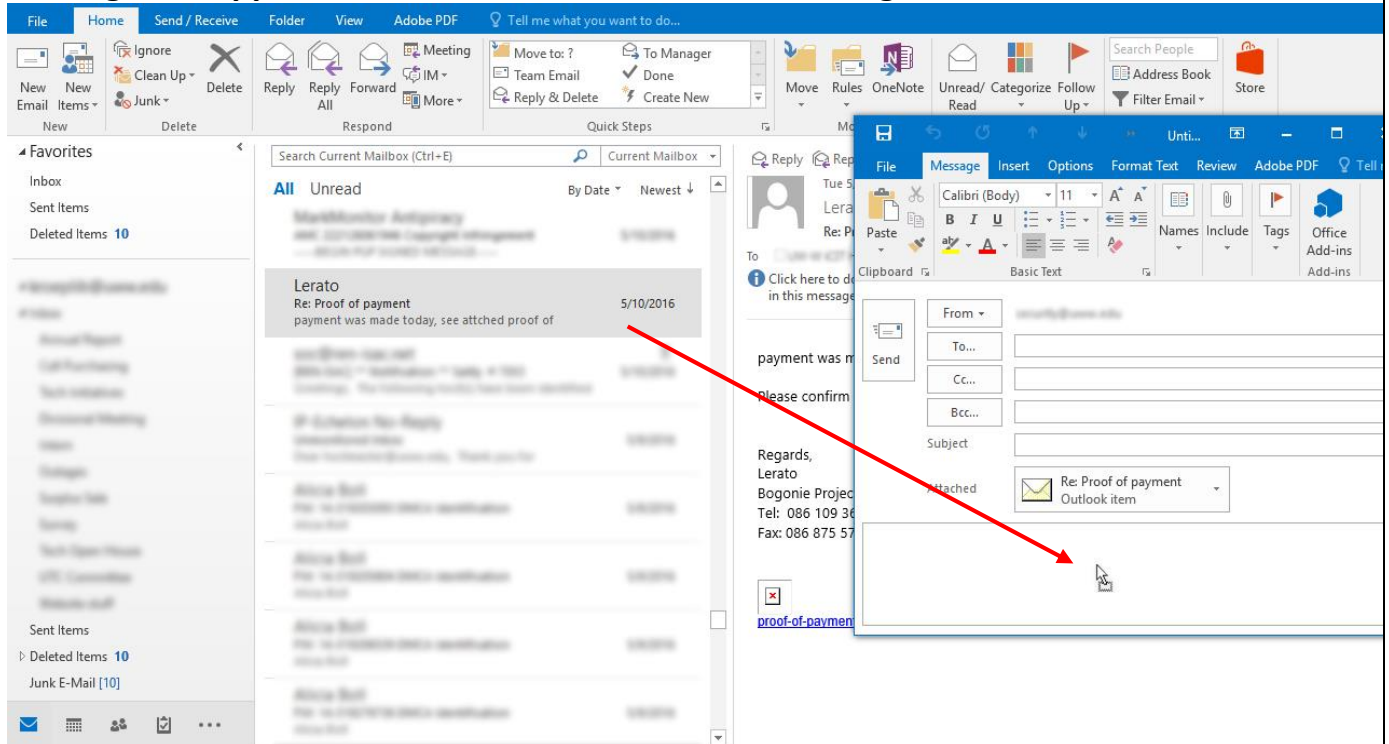
3. Send the message and attachment to: suspiciousemail@uww.edu