



# Reporting suspicious emails using Microsoft Outlook

ICIT Technology Training and Advancement

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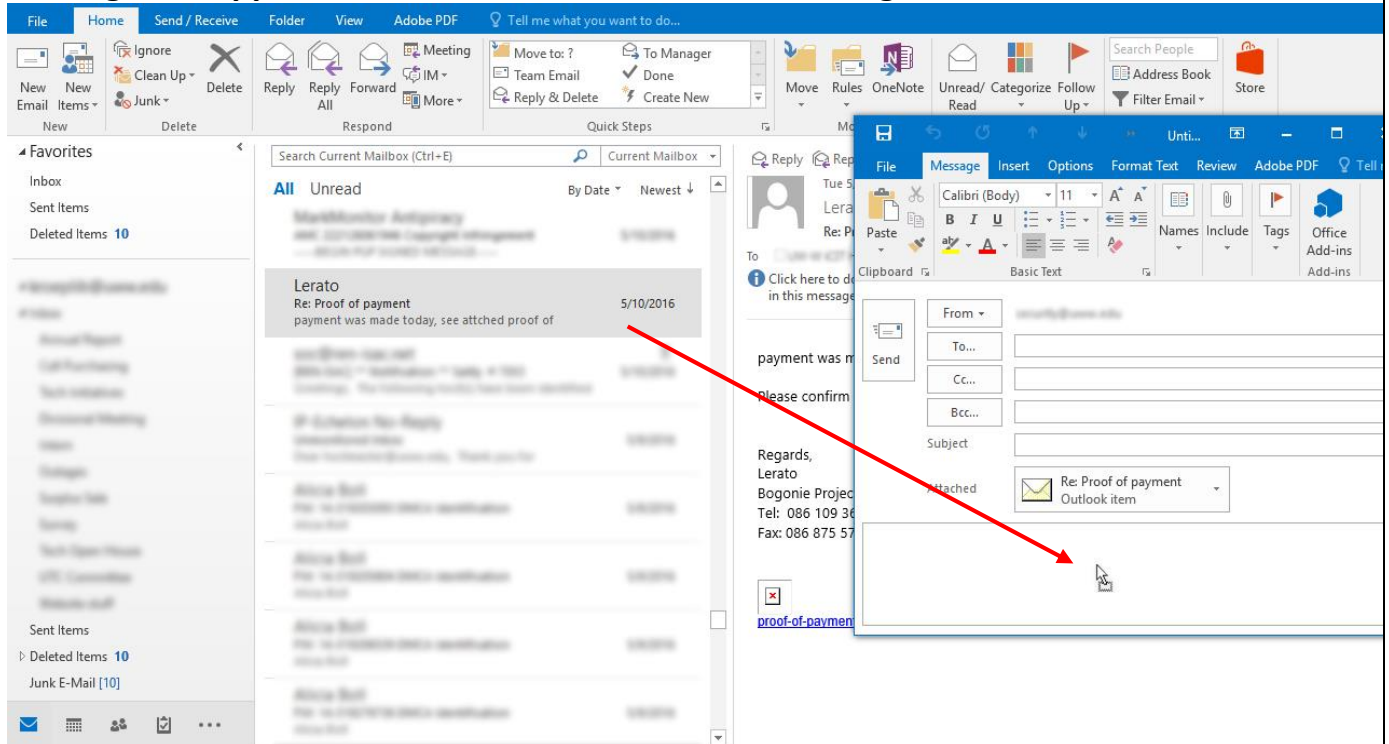
**If you receive a suspicious email - DO NOT OPEN ANY ATTACHMENTS OR REPLY. If you have questions, or require assistance with the reporting process, please contact the Help Desk at [helpdesk@uww.edu](mailto:helpdesk@uww.edu) or Ext. HELP (4357).**

## 1. Using the Microsoft Outlook Client or using Outlook Web Access, Select “New Mail.”

The screenshot shows the Microsoft Outlook interface. The 'File' tab is selected in the ribbon, and the 'New Mail' button is circled in red. The main pane displays a list of emails, with the selected email from Lerato (lerato@bogoniepty.co.za) titled 'Re: Proof of payment' dated 5/10/2016. The email content includes a payment confirmation and a request for receipt confirmation. The signature block lists Lerato from Bogonie Projects (Pty) Ltd with contact information. A PDF attachment titled 'proof-of-payment...PDF' is visible at the bottom of the email.



**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 to: [suspiciousemail@uww.edu](mailto:suspiciousemail@uww.edu)**