



Reporting Phishing Emails

Barracuda Essentials Outlook Add-In

Users can now report phishing emails directly from Microsoft Outlook on a Windows or Mac computer. Mobile devices will still need to forward phishing emails to solutioncenter@montevallo.edu.

Reporting via **Outlook for Windows and Outlook Web App (outlook.office.com)**

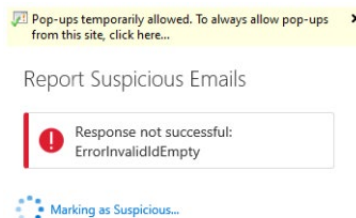
- Select or open the suspicious email.
- Select the *Barracuda Essentials* logo from either the top toolbar or email toolbar.
- Select the *Report & Provide Feedback* button from the popup along the right side of page.
- A *Message Reported* webpage will open. Select from the options and click *Submit*.
- The suspicious email will be removed from your inbox and sent to IS&T for review.

Reporting via **Outlook for Mac**

- Select or open the suspicious email.
- Select the 3 dot icon (...) from the top toolbar.
- Select *Barracuda Essentials*.
 - Add to your toolbar by selecting *Customize Toolbar* and dragging *Barracuda Essentials* to the top.
- Select the *Report & Provide Feedback* button.
- A *Message Reported* webpage will open. Select from the options and click *Submit*.
- The suspicious email will be removed from your inbox and sent to IS&T for review.

FAQ

- If the *Barracuda Essentials* Button is grayed out, try going to the View tab and enabling the Reading Pane.
- On first use, the report of an email may fail and give the following message. Try reporting the message again.



- The *Baracuda Essentials* button will appear in a different location according to the version of Outlook. It may either appear in the top toolbar or within the email's toolbar.

Outlook Web App (<i>outlook.office.com</i>) Appears in selected Email Toolbar	Outlook for Windows Appears in Top Toolbar	(New) Outlook for Windows Appears in selected Email Toolbar