



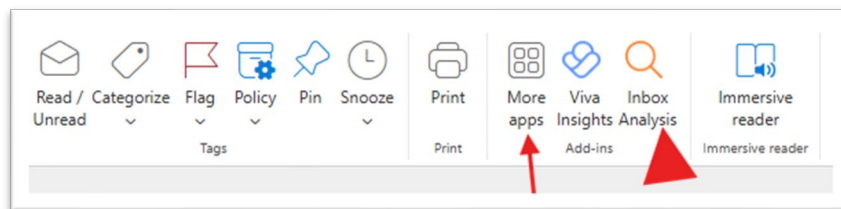
How to Report Phishing and Junk Emails

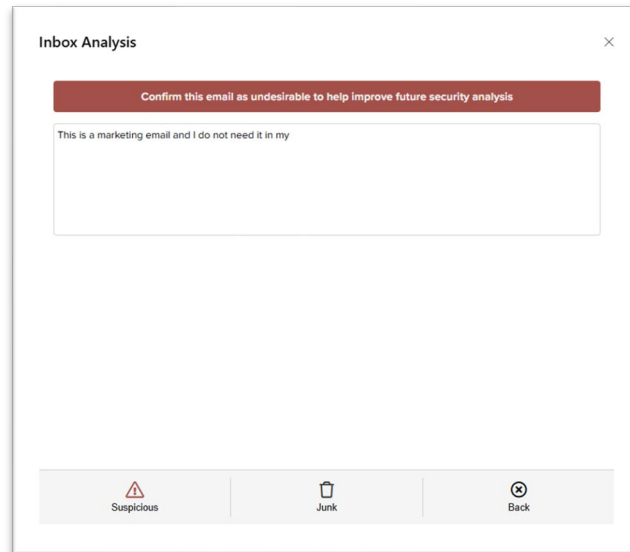
Use one of the options below to report an email you believe is phishing or junk.

Option A: Use Inbox Analysis (recommended when you need analysis)

Use this option when you want to review the Inbox Analysis findings first, then report the message based on the analysis.

1. Open the email.
2. Open Inbox Analysis.
3. Review the banner and the analysis details (links, sender history, unusual behavior).
4. Select Mark as Undesirable and choose Suspicious (phishing/threat) or Junk (unwanted/spam).

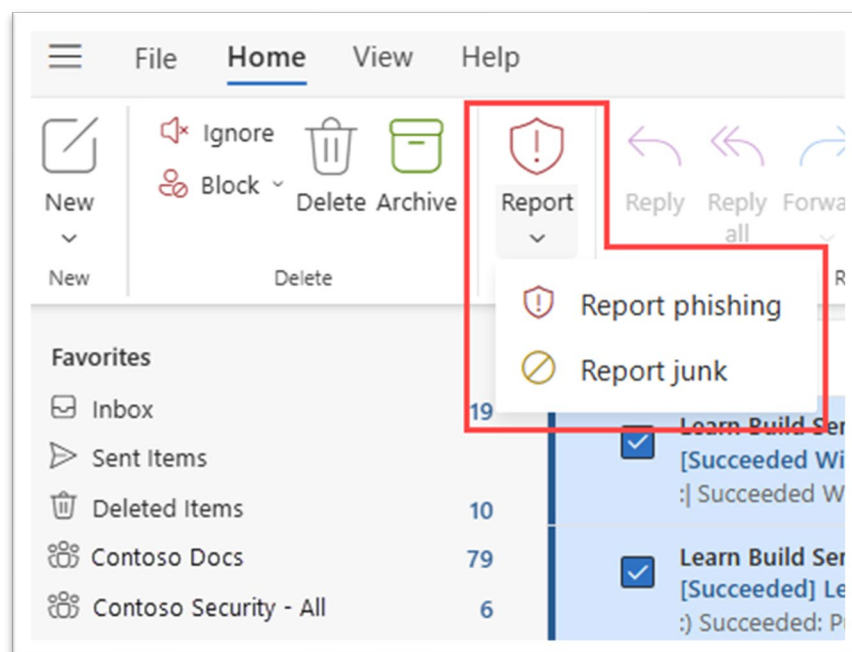




Option B: Use Outlook 'Report' (When you are confident / Inbox Analysis is not available)

Use this option when Inbox Analysis is not available on your device, or when you are already confident the message is junk or phishing.

1. Select email in Outlook (do not click links or open attachments).
2. Select Report on the Outlook ribbon.
3. Choose Report phishing or Report junk.



Option C: Forward to reportphishing@mccd.edu (request security review)

Use this option when you want the Merced Community College District security team to analyze the email and confirm whether it is legitimate or malicious - even after reviewing Inbox Analysis.

1. Do not click any links or open attachments in the message.
2. Forward the email to **reportphishing@mccd.edu**
3. Include a short note explaining why you are concerned (unexpected sender, unusual link, urgent payment request etc.)