

REPORTING PHISHING ATTEMPTS

If you think an email you have received is a phishing attempt, forward the message to abuse@utk.edu. Remember that you **must** send the email headers for a report to be made.

In Outlook, to forward a suspected email message you have received you must first display the full headers, and then insert them into the body of an email message.

- Open the email message for which you want to view the headers. In Outlook 2016, 2013, or Outlook Web Access (OWA), double-click the message so that it opens in its own window.
- In Outlook 2016 or 2013, select the **File** tab. Click the **Properties** button. To the right of **Internet headers**, the header information will be listed.
****In Outlook Web Access, go to the three dots in the top-right corner of the message, then click the **Message Details** button - the icon is an envelope with a small document over it.****
- The message headers are at the bottom of the window, in a box labeled **Headers:** or **Internet headers:**
- Select all the headers by clicking and dragging the cursor from the top left corner to the bottom right corner of the header text.
- Press **Ctrl-c** to copy the headers to the Clipboard. Click the **Close** button.
- Choose to forward the email, click in its main text window, and press **Ctrl-v** to paste the headers, sending the entire message and headers to abuse@utk.edu.