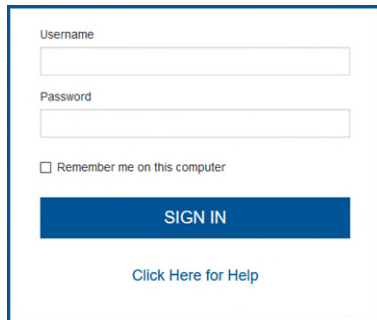


How to Report a Phishing Email

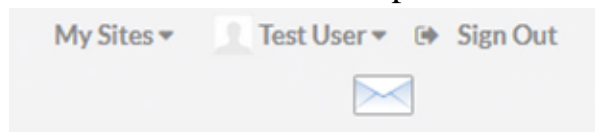
If you are reporting a phishing email on a personal computer follow the steps below:

1. Log in to the CUW/AA portal at my.cuw.edu.

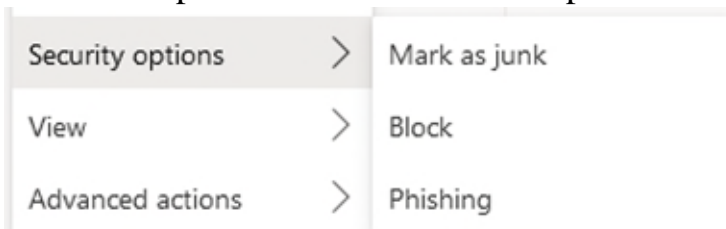


A screenshot of the CUW/AA portal login page. It features a white background with a blue border. At the top, there are two input fields labeled 'Username' and 'Password'. Below these is a checkbox labeled 'Remember me on this computer'. A prominent blue button with the text 'SIGN IN' is centered below the checkbox. At the bottom, there is a link that says 'Click Here for Help'.

2. Select the small envelope icon at the top-right of the Portal home-page.



3. Navigate to the email you suspect is phishing and right-click on it. In the drop-down menu, hover your cursor over *Security Options* and then select *Phishing*. This will report the email to the IT department.



If you have a University-issued computer follow the steps below:

1. Log into the Outlook application on your desktop.
2. Navigate to the email you suspect is phishing and click on it. Under the *Home* ribbon, select *Phish Alert*, all the way on the right side of the screen. This will remove the email and report it to the IT department.

