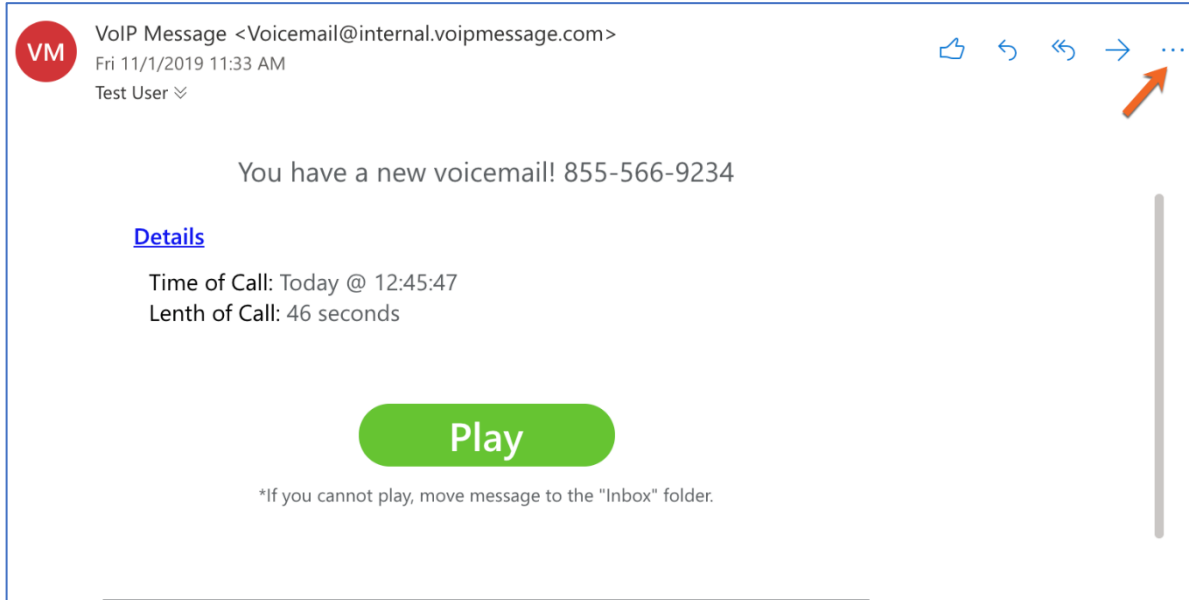


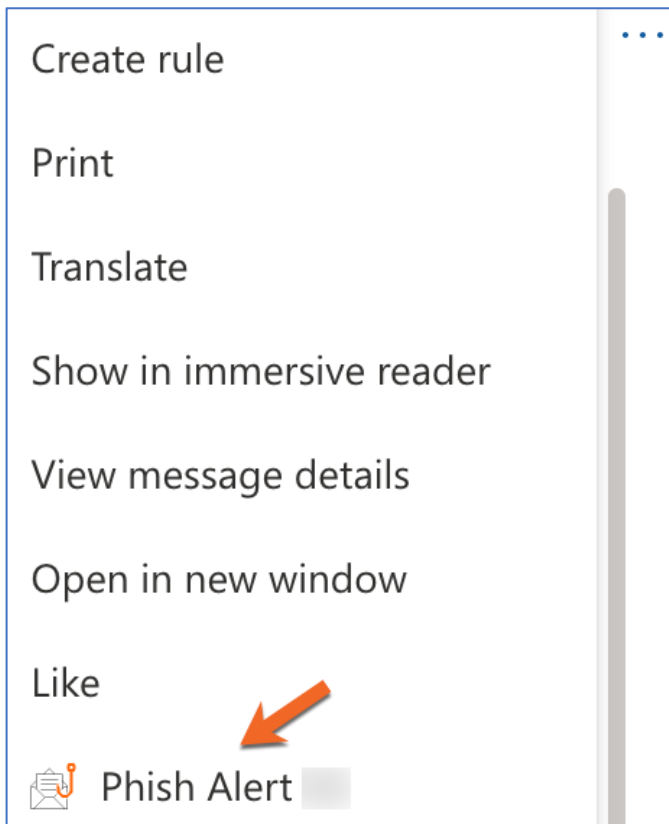
Using the PAB in Microsoft 365

If you use Microsoft 365, follow the steps below to report an email with the PAB:

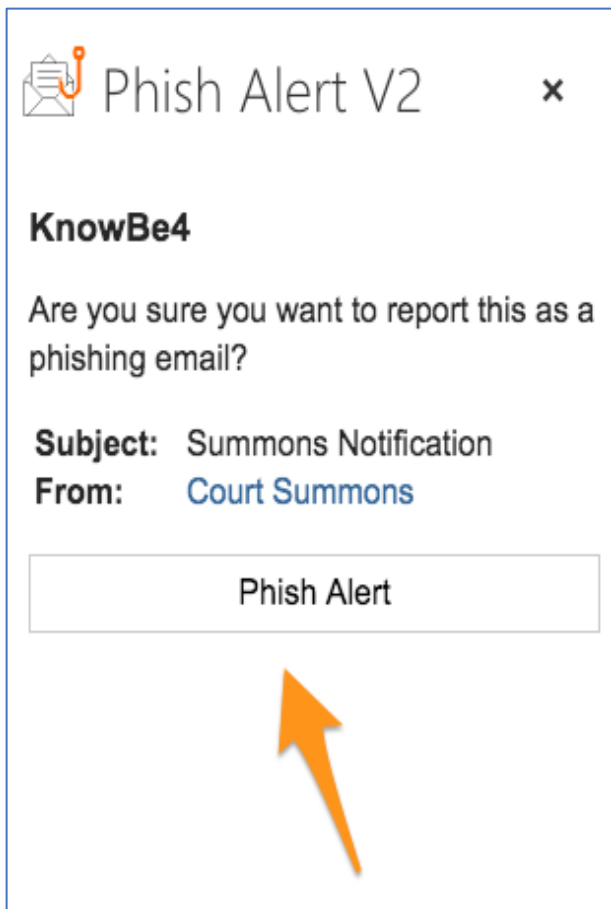
1. Open the email that you would like to report.
2. Click the ... button at the top-right corner of the email.



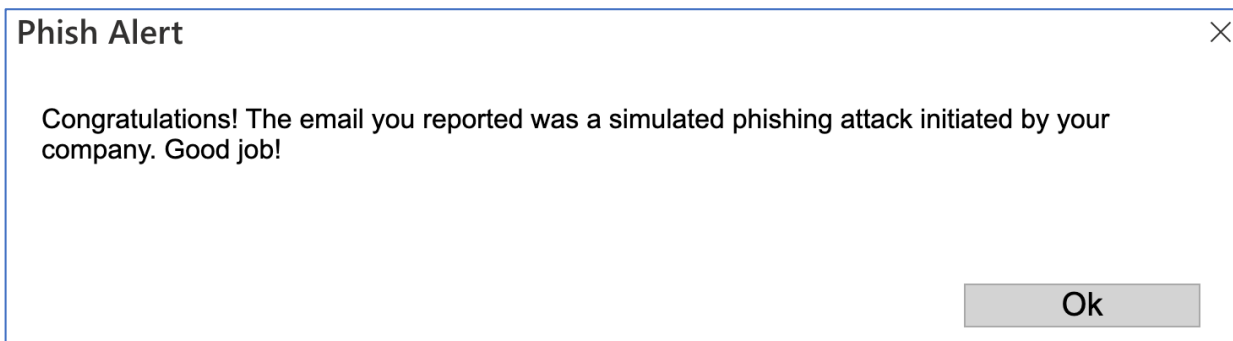
3. From the drop-down menu that opens, click **Phish Alert**.



4. In the prompt that opens, click **Phish Alert** again to report the email.



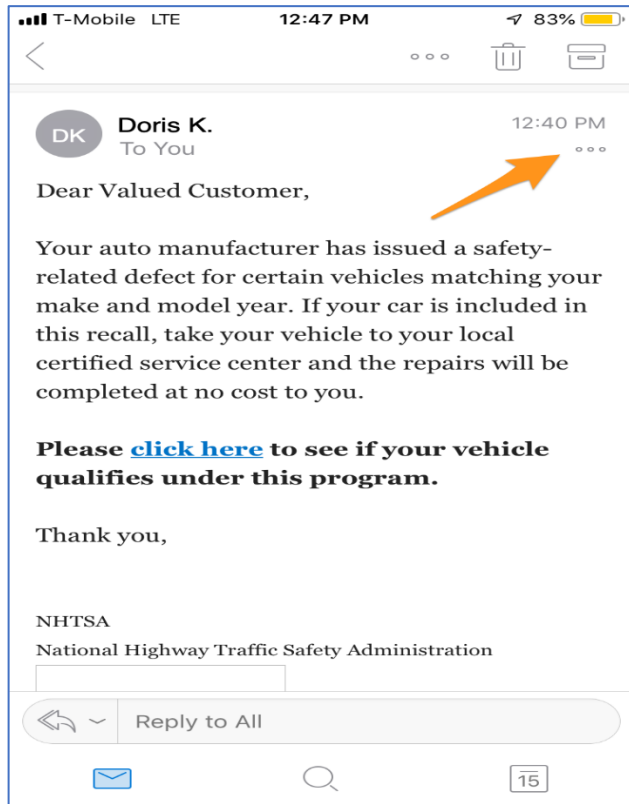
After you click **Phish Alert** again, a message will display. This message will tell you if the email you reported was a simulated phishing attack or if the email will need to be reviewed by your IT team. For an example of a message that you may receive if you successfully report a simulated phishing email, see the screenshot below:



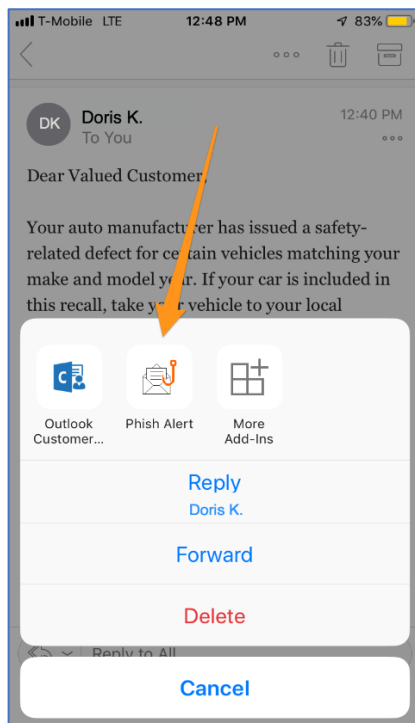
Using the PAB in the Microsoft Outlook Mobile App for Apple iOS

If you use the Microsoft Outlook app for Apple iOS, follow the steps below to report an email:

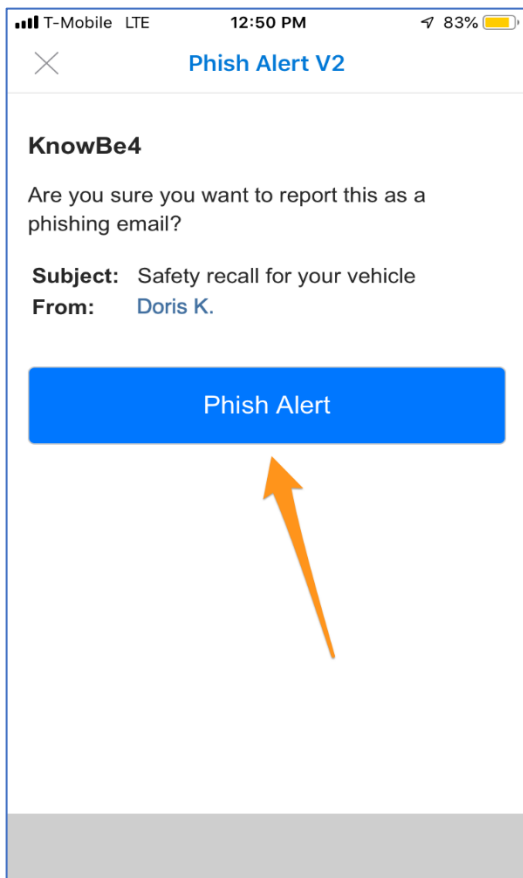
1. Open the email that you would like to report.
2. Click the ... button at the top-right corner of the screen.



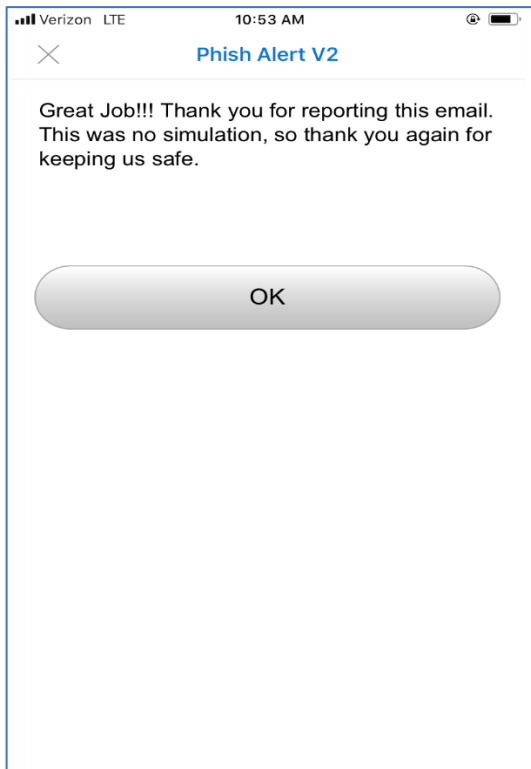
3. Click the **Phish Alert** icon.



4. In the prompt that opens, click **Phish Alert** again to report the email.



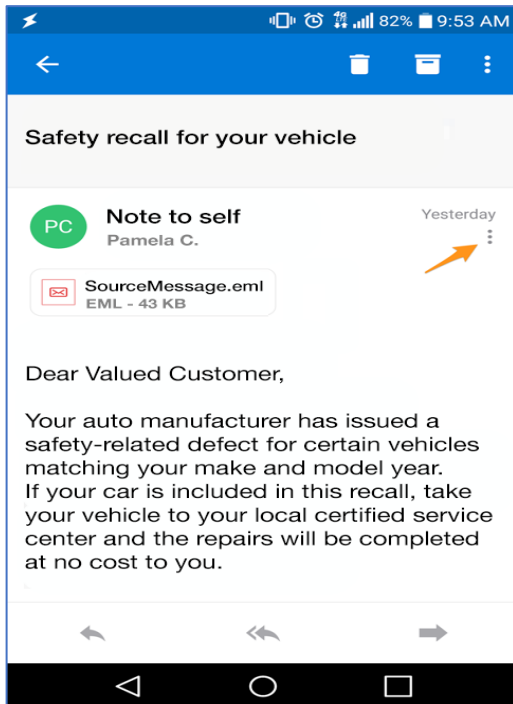
5. After you click **Phish Alert** again, a message will display to congratulate you for reporting the email. To close this message, click **OK**.



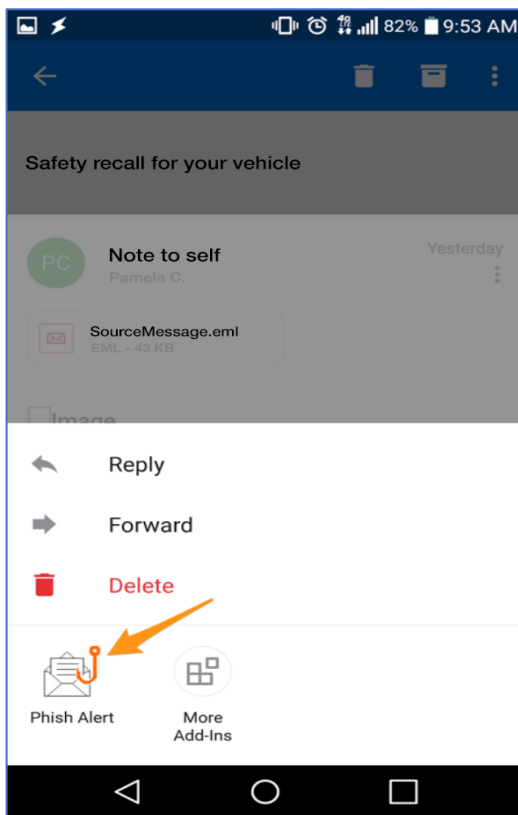
Using the PAB in the Microsoft Outlook Mobile App for Android

If you use the Microsoft Outlook app for Android, follow the steps below to report an email:

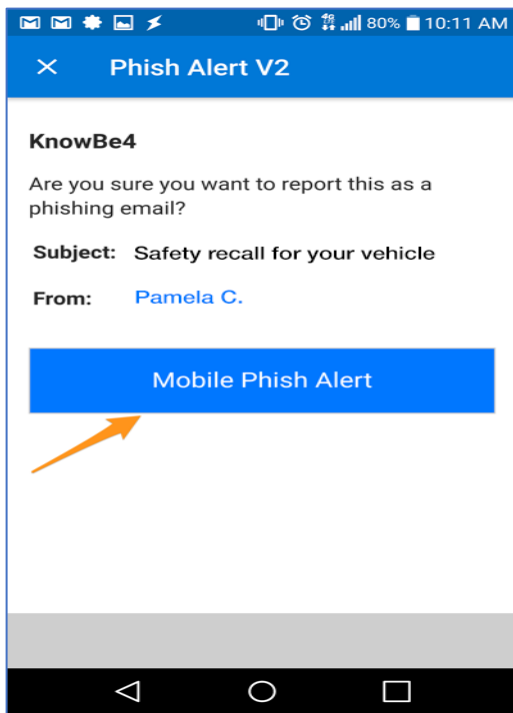
1. Open the email that you would like to report.
2. Click the ... button at the top-right corner of the screen.



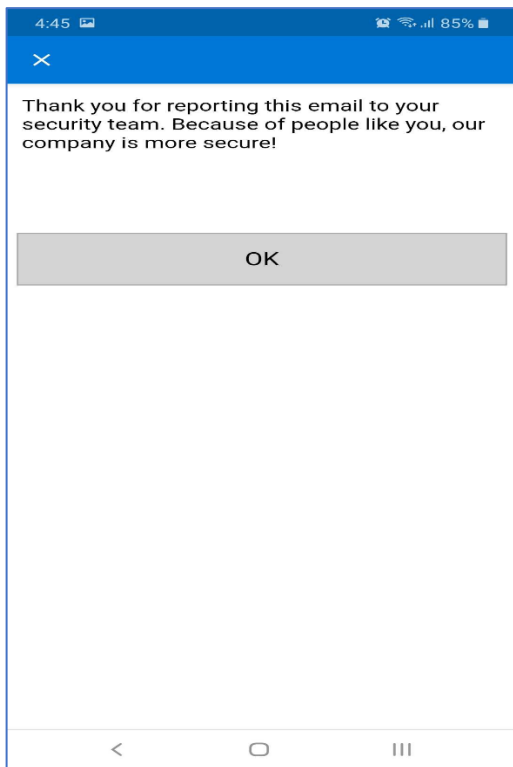
3. Click the **Phish Alert** icon.



4. In the prompt that opens, click **Mobile Phish Alert** to report the email.



5. After you click **Mobile Phish Alert**, a message will display that congratulates you for reporting the email. To close this message, click **OK**.



Using the PAB in the Microsoft Outlook Desktop Client

1. Open the email you would like to report.
2. While the email is still open, click the **Phish Alert** button at the top-right corner of the page.
3. In the prompt that opens, click **Phish Alert** if you would like to report the email. If you decide to not report the email, you can click the **X** in the upper right-hand corner of the pop up window.

The screenshot displays the Microsoft Outlook Desktop Client interface. At the top, there is a ribbon with various tools including 'Search People', 'Address Book', 'Filter Email', 'Read Aloud', 'Translate', 'Reply with Meeting Poll', 'Report Message', 'Viva Insights', and 'Phish Alert Report'. The main window shows an email titled 'KnowBe4' with the subject 'Your Urgent Reply Is Needed' from 'Mr. Viktor Zubkov'. A 'Phish Alert' dialog box is overlaid on the email content, asking 'Are you sure you want to report this as a phishing email?'. The dialog box has a blue 'M365' badge and a close button (X) in the top right corner. The left sidebar shows a list of emails with timestamps, and the right sidebar shows a calendar view for the current day and the following days. The bottom status bar indicates 'Connected to: Microsoft Exchange' and 'Display Settings'.