



Tiger Tech Spotlight

How Do I Use the Phish Alert Button (PAB) for Microsoft 365?

The Phish Alert Button (PAB) is a tool that allows you to report potentially malicious emails, such as phishing emails. When you use the PAB to report a potentially malicious email, you can help keep your organization safe from cyberattacks.

When Should I Use the PAB?

You should use the PAB to report any suspicious emails or potential phishing emails. When you use the PAB to report an email, the email will be automatically deleted from your inbox and forwarded to your IT security team.

You should not use the PAB to report spam or marketing emails. You can delete these types of emails or add the sender or sender's email domain to a block list.

Note: If you need help adding a sender to a block list, contact your supervisor or IT team.

How Do I Use the PAB?

The steps for reporting an email using the PAB may vary based on the app that you're using. When you report an email using the PAB, the reported email will be automatically forwarded to your IT team regardless of the app that you're using.

Click the links below to learn how to use the PAB for the apps that you're using:

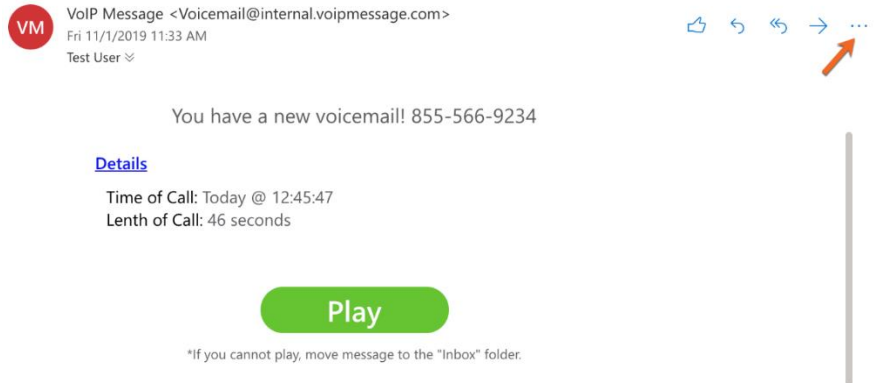
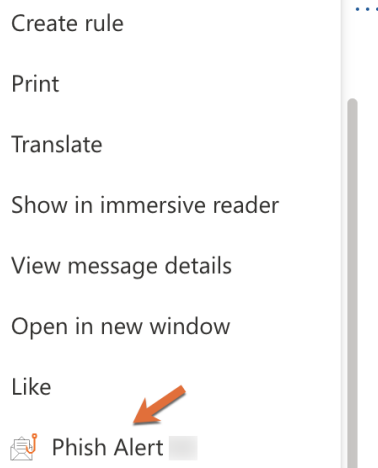
- [Using the PAB in Microsoft 365](#)
- [Using the PAB in the Microsoft Outlook Mobile App for Android](#)
- [Using the PAB in the Microsoft Outlook Mobile App for Apple iOS](#)

If you report an email in error, you can retrieve the email from your Trash or Deleted Items folders.

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. (*right*)
3. From the drop-down menu that opens, click **Phish Alert**. (*below*)

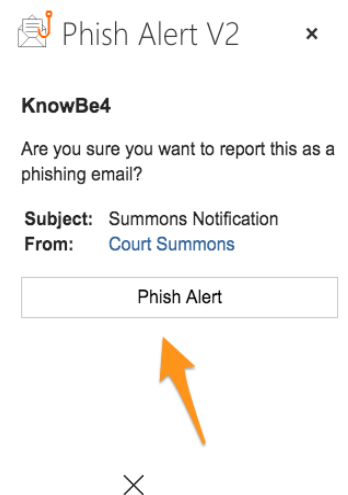


4. In the prompt that opens, click **Phish Alert** again to report the email. (*right*)

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*:

Phish Alert

Congratulations! The email you reported was a simulated phishing attack initiated by your company. Good job!

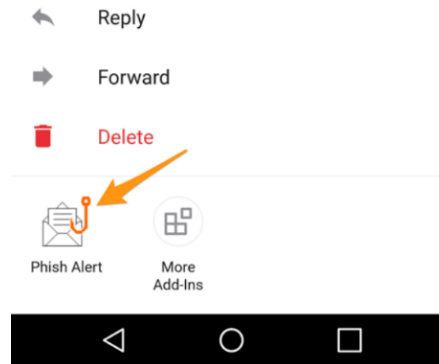


Ok

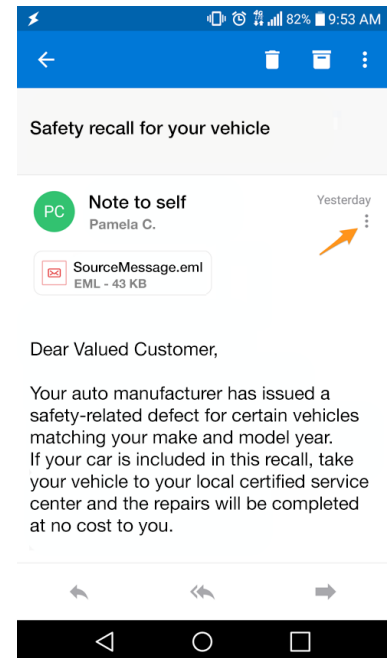
Using the PAB in the Microsoft Outlook Mobile App for Android

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

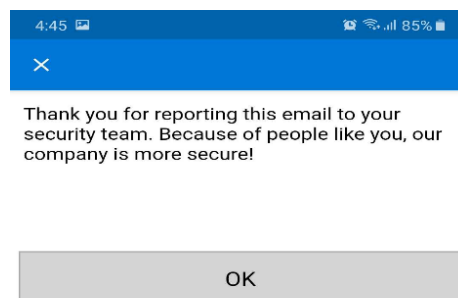
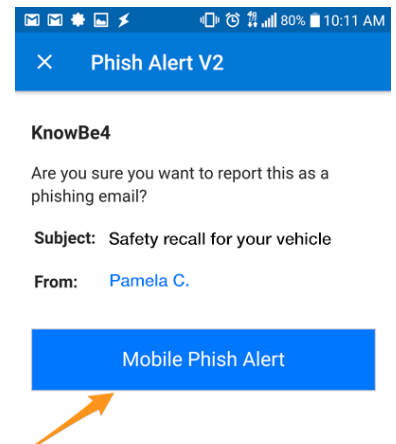
1. Open the email that you would like to report.
2. Click the ... button at the top-right corner of the screen. Check the rest of the screen if you do not see the button in this location. (*right*)
3. Click the **Phish Alert** icon. (*below*)



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



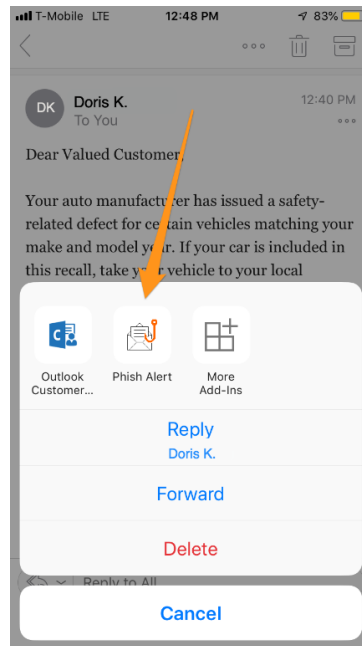
5. After you click **Mobile Phish Alert**, a message will display that congratulates you for reporting the email. To close this message, click **OK**. (*below*)



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

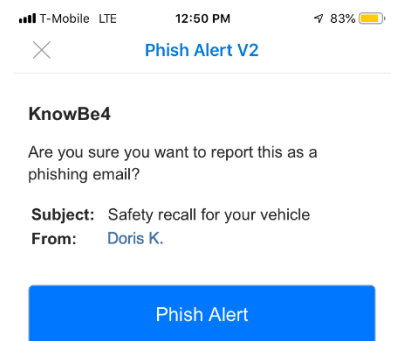
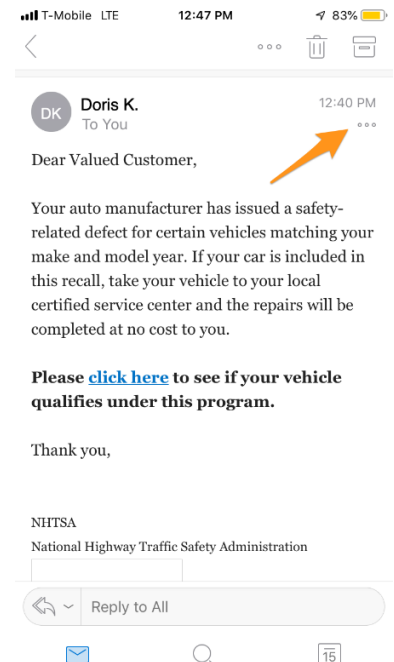
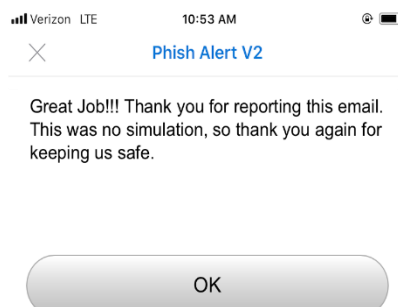
If you use the Microsoft Outlook app for Apple iOS, follow the steps below to report an email:

1. Open the email that you would like to report.
2. Click the ... button at the top-right corner of the screen. *(right)*
3. Click the **Phish Alert** icon. *(below)*



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

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



Why Should I Use the PAB?

When you use the PAB to report suspicious emails, you can help keep your organization safe from security threats. The reported emails are sent to your organization for analysis, which will help keep your IT team informed about potential phishing emails that their employees receive. Once your IT team is aware of potential threats, they can help your organization stay safe from future attacks.

Click below for additional resources and Information online:

- [KnowBe4 PAB User Instructions](#)
- [KnowBe4 PAB General Information](#)
- [KnowBe4 PAB Tips and “When to report phishing?”](#)

The KnowBe4 logo is displayed on an orange rectangular background. The text "KnowBe4" is in white, with the "o" in "Know" and the "e" in "Be4" stylized with a dot.