


# Phish Alert Button Instructions

## Webmail


When you open an email in Webmail you will see a new button above the actual email text that will look like the image below. If you think that an email is a Phishing attempt please click that button:

 no-reply@coleparmer.com  
Today, 1:16 PM  
Andrew Biggs

 Phish Alert

One of the devices in your account has issued an alarm. Here is the alarm information:

Once you click the button this message will pop up asking if you are sure you want to report it. If you click the button it will remove the email from your inbox and forward it to the IT department so we can look at it.

 no-reply@coleparmer.com  
Today, 1:16 PM  
Andrew Biggs

 Phish Alert

### KnowBe4

Are you sure you want to report this as a phishing email?

**Subject:** Traceable Live Device Alarm - Device SN: 170608708 : MIN ALARM IN

**From:** no-reply@coleparmer.com

 Phish Alert

Once you see this notification you are all done! The email has been deleted from your mailbox and forwarded to the IT Department for review.

### KnowBe4

Are you sure you want to report this as a phishing email?

**Subject:** Phishing Test

**From:** Andrew Biggs

 Phish Alert

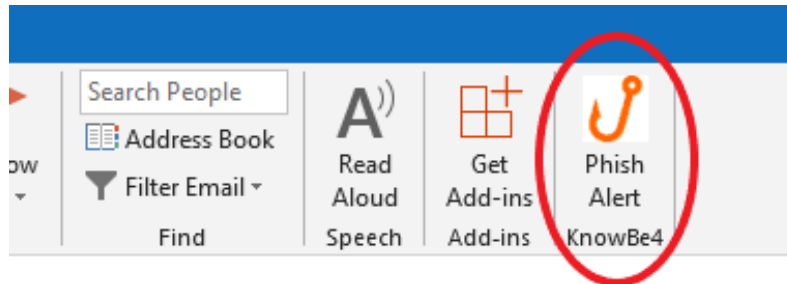
 Success!

Thank you for reporting this email to your security team. Because of people like you, our company is more secure!

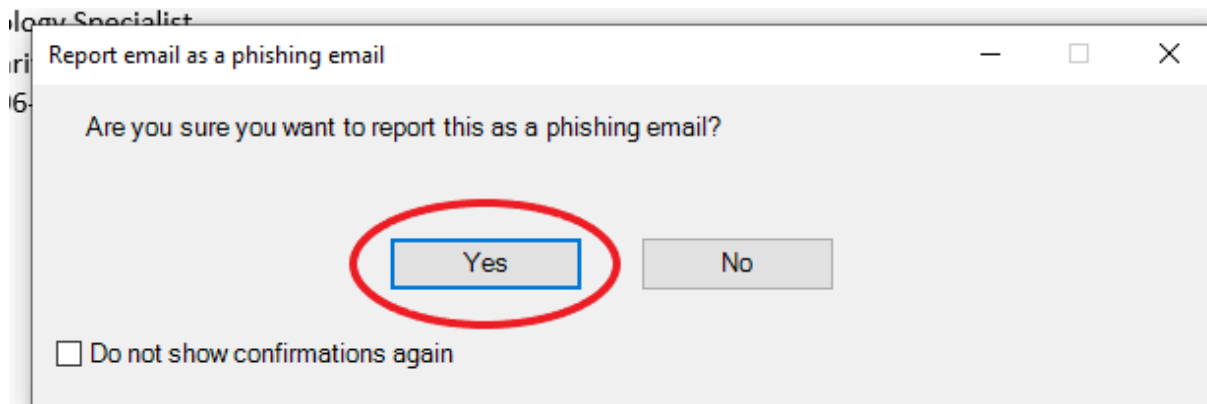
 Ok

## Outlook

When you open an email in Outlook, you will see a new button on the top ribbon. If you do not please contact the IT Tech for your site and they can help you. If you think that an email is a phishing attempt please click that button.



Once you click the button this message will pop up asking if you are sure you want to report it. If you click the button it will remove the email from your inbox and forward it to the IT department so we can look at it.



Once you see this notification you are all done! The email has been deleted from your mailbox and forwarded to the IT Department for review.

