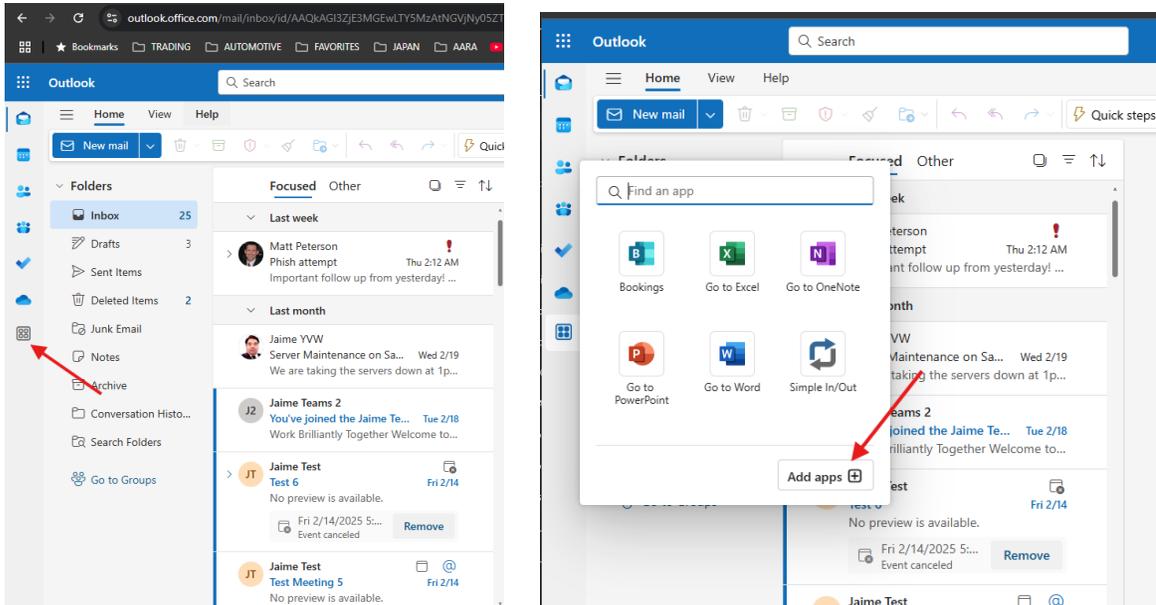
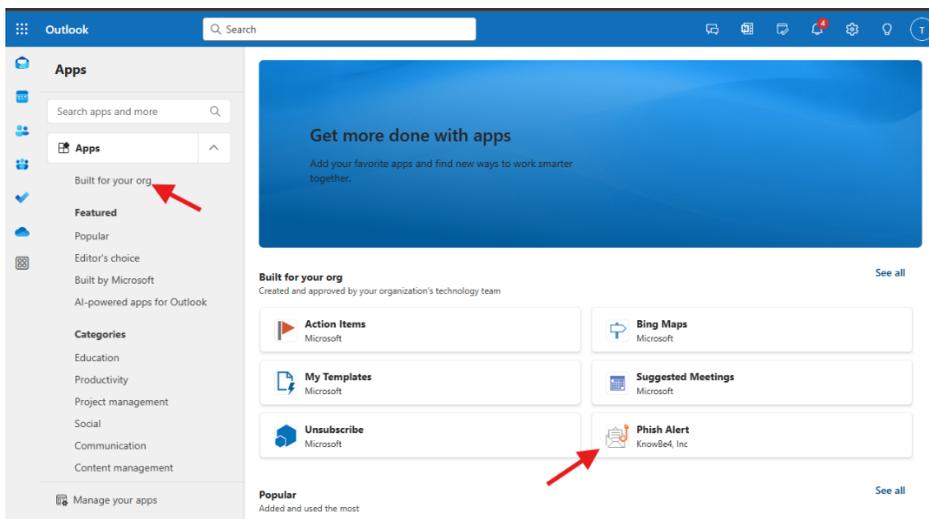


Microsoft 365 removed the automatic short cut generation for 3rd party applications. This affected our KnowBe4 Phish Alert button. Below are the instructions on how to add the Phish Alert Button in your ribbon menu.

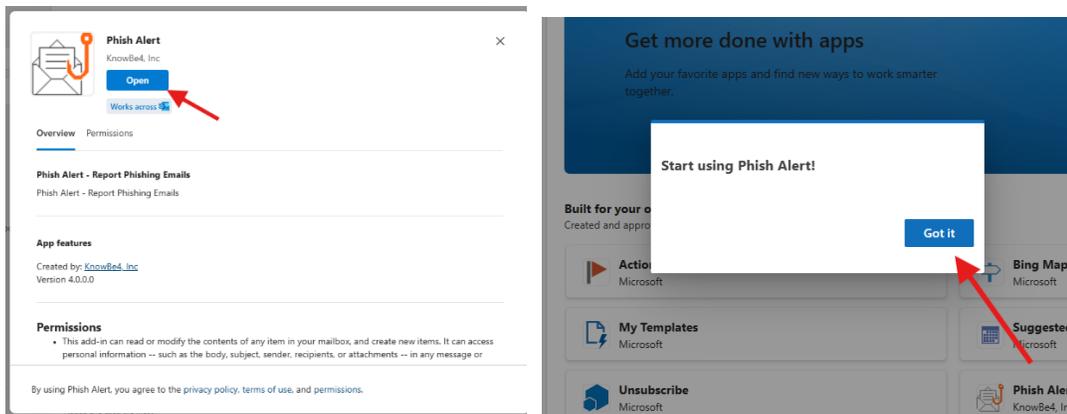
1. Open your Outlook New or Outlook Web and click on the Apps icon. A pop-up will appear, listing all you apps. Click on the Add apps [+] button.



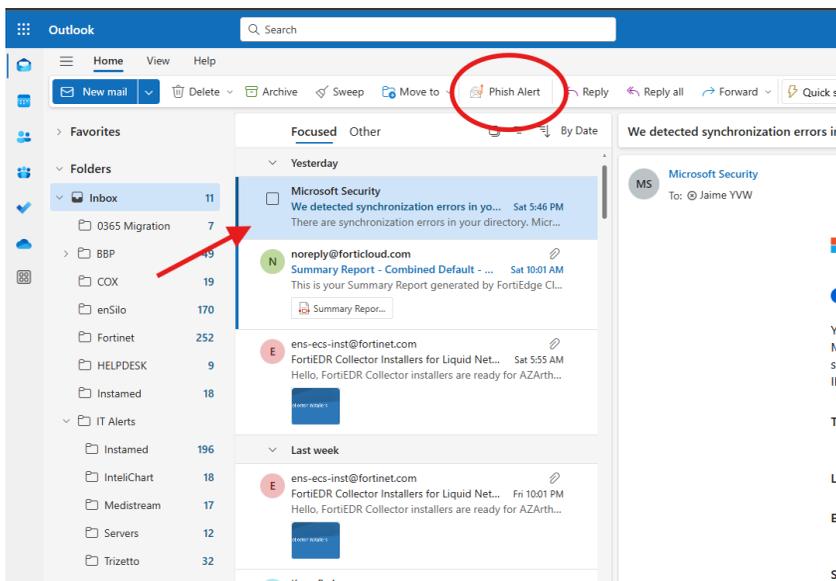
2. This will bring you to your apps page. Click on "Built for your Org" on the left and look for the KnowBe4 Phish Alert button icon.



3. A pop-up will open, click on [Open]. Then click on [Got it] on the next window



4. The Phish Alert Button is now visible on your Menu ribbon everytime click on an email.



5. Start reporting those suspicious emails!