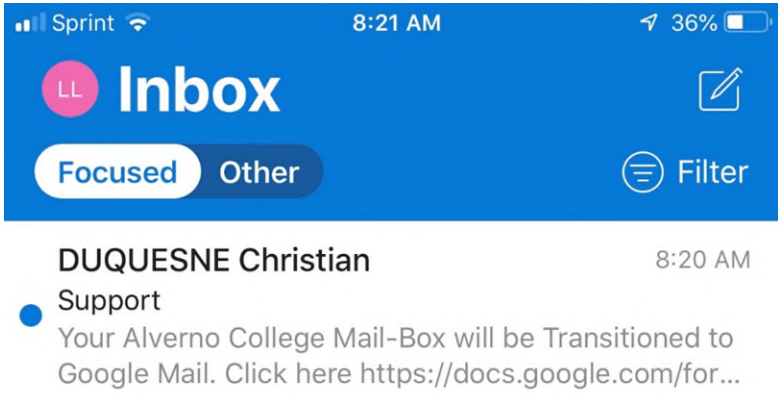
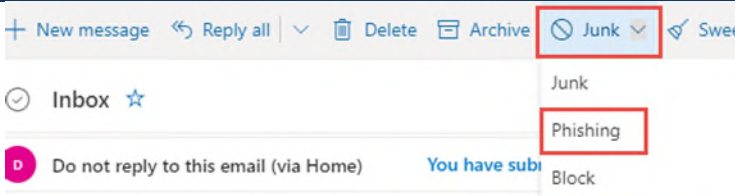
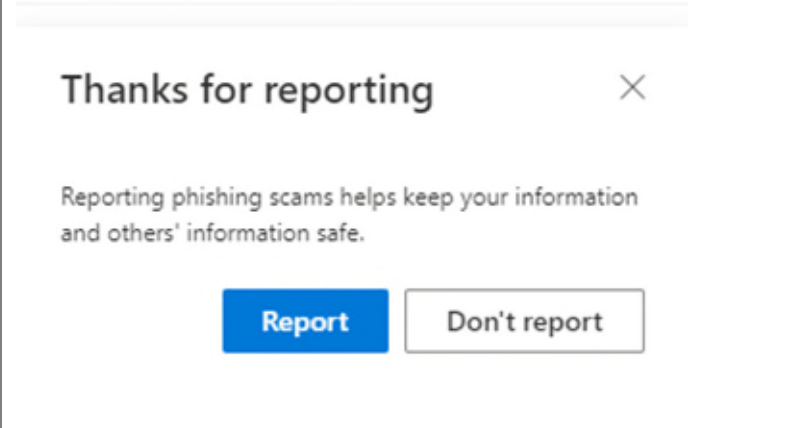


Report Email as Spam/Phishing

Instructions	Screen Shot
<p>1. What is a Spam email? It is considered junk mail and is unsolicited email usually sent in bulk and is trying to sell you something.</p> <p>A Phishing email (or Phish) is an email that appears to come from someone you know and usually has a link or attachment. A phish is an attempt to steal your username/password, user information or your financial data.</p> <p>DO NOT open the attachment or click on the link unless you verify that it is a legitimate email. Call the sender by looking up their contact information. Do not rely on any contact information within the spam/phish email.</p>	 <p style="text-align: center;">Example of Phishing email.</p>
<p>2. If you do receive a spam/phishing email, please report it via your email. While in your Inbox, select the email you want to report. Click on Junk, Phishing.</p>	

Instructions	Screen Shot
<p>3. Select Report.</p>	
<p>4. A new Help Desk Request will automatically be created. You will receive an email with the ticket number.</p>	