

## **Report Email as Spam/Phishing**

Instructions	Screen Shot
<ul> <li>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.</li> <li>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</li> </ul>	Inbox   Focused Other   DUQUESNE Christian   Support   Your Alverno College Mail-Box will be Transitioned to
data. 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.	Google Mail. Click here https://docs.google.com/for Example of Phishing email.
<ol> <li>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.</li> </ol>	<ul> <li>+ New message</li></ul>

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Instructions	Screen Shot
<b>3.</b> Select <b>Report.</b>	Thanks for reporting       ×         Reporting phishing scams helps keep your information and others' information safe.         Report       Don't report
<ol> <li>A new Help Desk Request will automatically be created. You will receive an email with the ticket number.</li> </ol>	