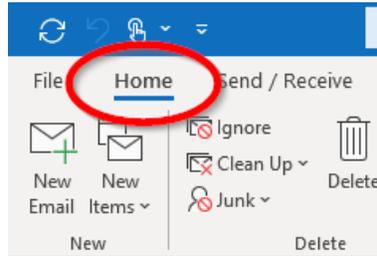
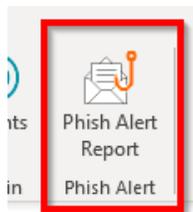


How To Use Phish Alert Report

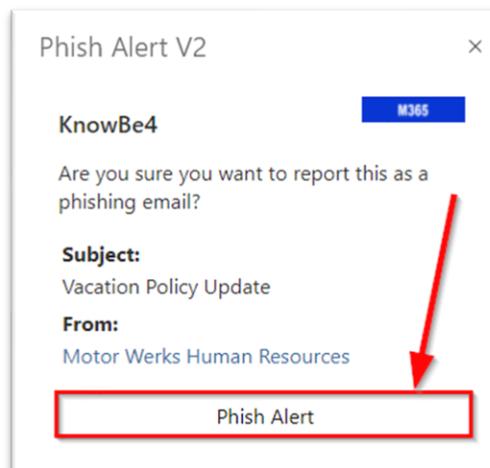
- Open Outlook and open the email you suspect of being a **phishing** attack.
 - **Phishing** is a type of email social engineering attack often used to steal user data, such as passwords and credit card numbers or personal data. It occurs when an attacker pretends to be a trusted source via email to dupe a victim into revealing personal or sensitive information.
- Click on the **Home** menu.



- Look for the **Phish Alert Report** button in the top right corner of the Outlook ribbon (see image below). Click on **Phish Alert Report**.



- You will see a window reviewing the subject and sender of the email. Click the **Phish Alert** button at the bottom of the window.



- If this is a legitimate phishing email, a ticket will be submitted to support@mototrwerks.com automatically, with the email as an attachment.
 - You will receive a response back from our helpdesk when the ticket has been received
- If this is a test email, you will receive a response congratulating you on successfully identifying a phishing email from a test, and the success will be reflected on your account.