

Cyber security

Be phishing aware, report suspicious emails

Audience: All staff



Learn how to report suspicious emails

NSW Health has experienced a significant increase in the frequency of phishing emails with malicious HTML attachments. It is up to all of us to help keep our systems safe.



Did you know?

- Phishing is estimated to cost the Australian Government and business around \$132 billion dollars in Australia every year.
- Emails often contain hidden files and use publicly available shortening services to mask malicious domains to bypass virus and spam tools.
- Most data breaches start with a phishing attack.

This guide will show you how to report a suspicious email in Outlook from your [mobile device](#), [computer application](#) or [webmail](#).

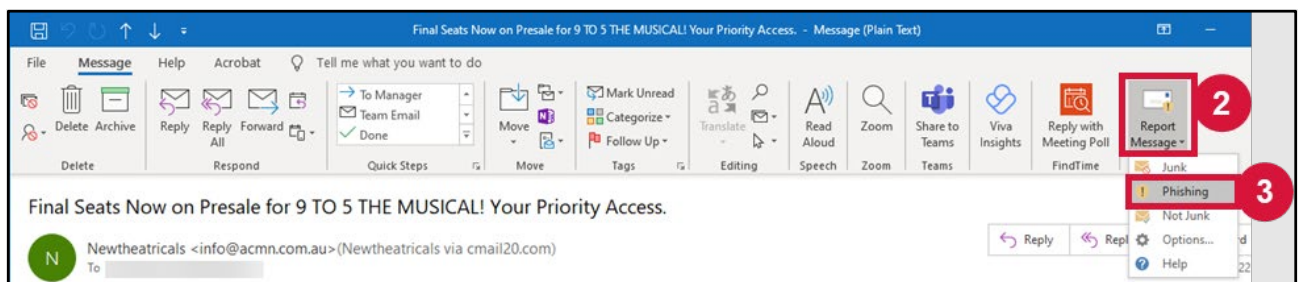


How to report a suspicious email in Outlook

Reporting from your computer

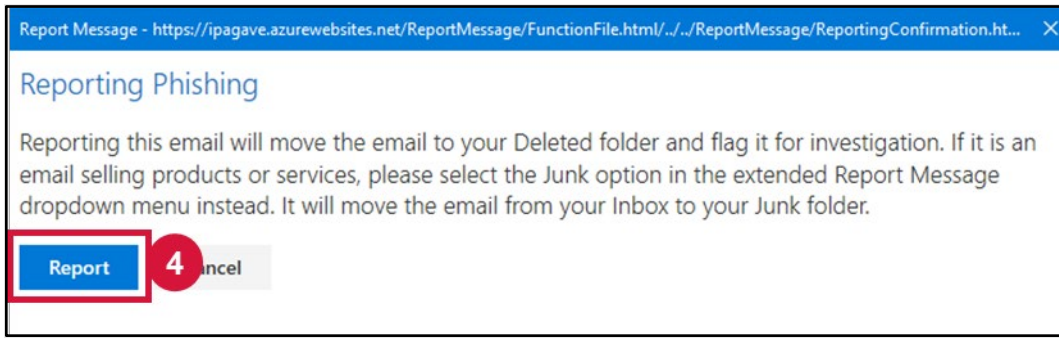
The following steps outline how to report a suspicious email from your computer.

1. Select the email.
2. From the **Message** tab click **Report Message**.
3. Select **Phishing** from the drop-down.



A pop-up window will display.

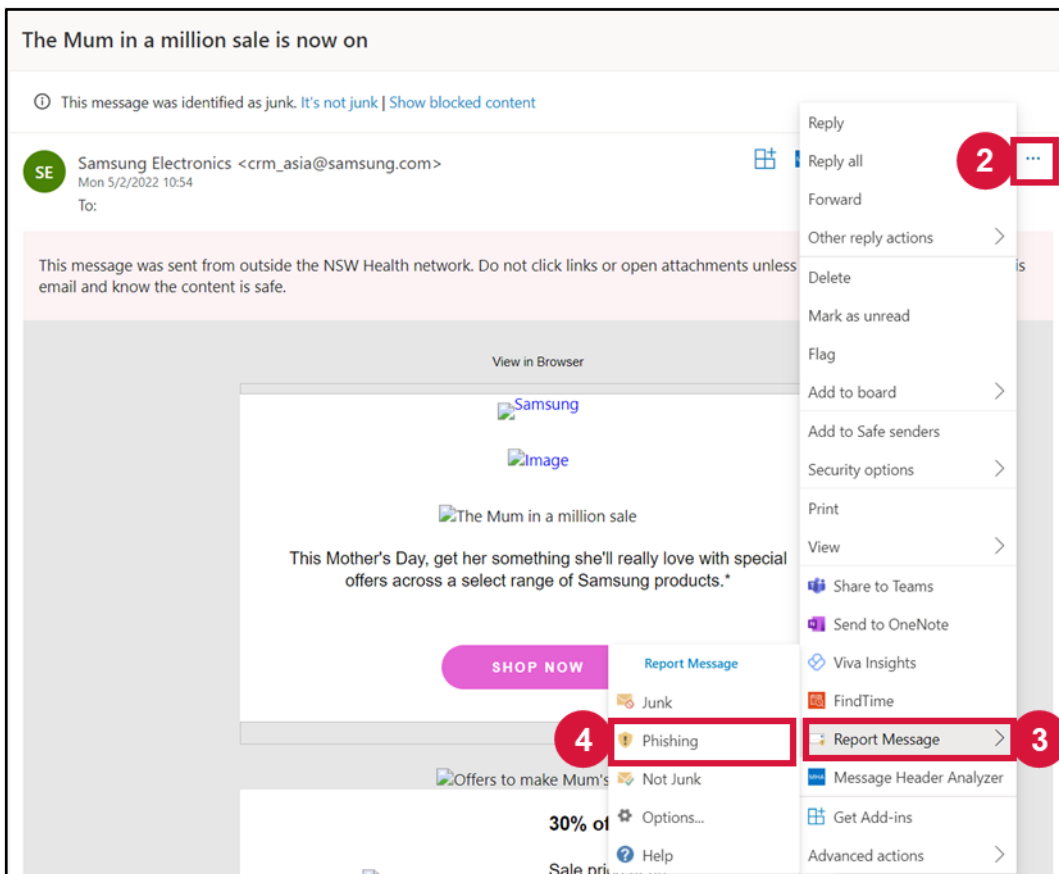
4. Click **Report**.



Reporting from webmail

The following steps outline how to report a suspicious email from webmail.

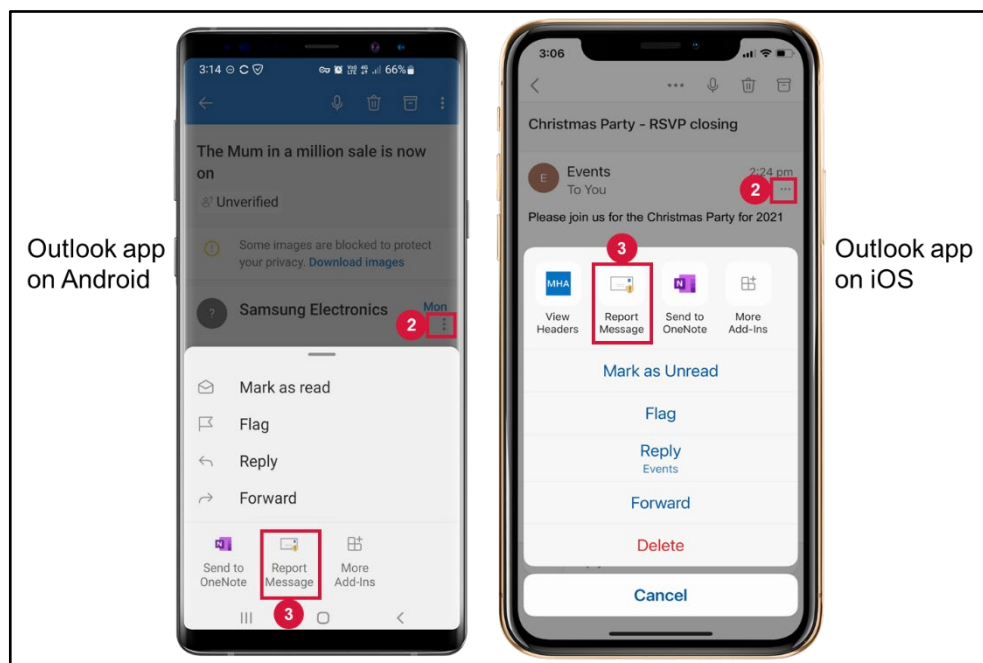
1. Select the email.
2. Click the menu **ellipsis** (three dots).
3. Select **Report Message** from the drop-down.
4. Click **Phishing**.



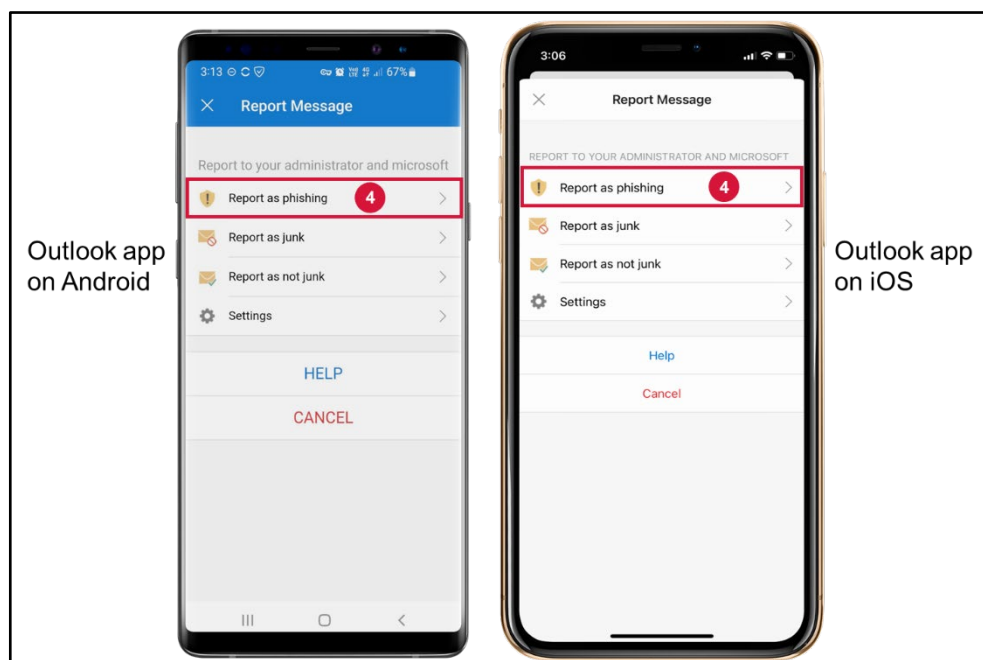
Reporting from the Outlook app on your mobile

The following steps outline how to report a suspicious email from the Outlook app on your mobile phone. Images shown are for Android and iPhone (iOS), however key steps are the same.

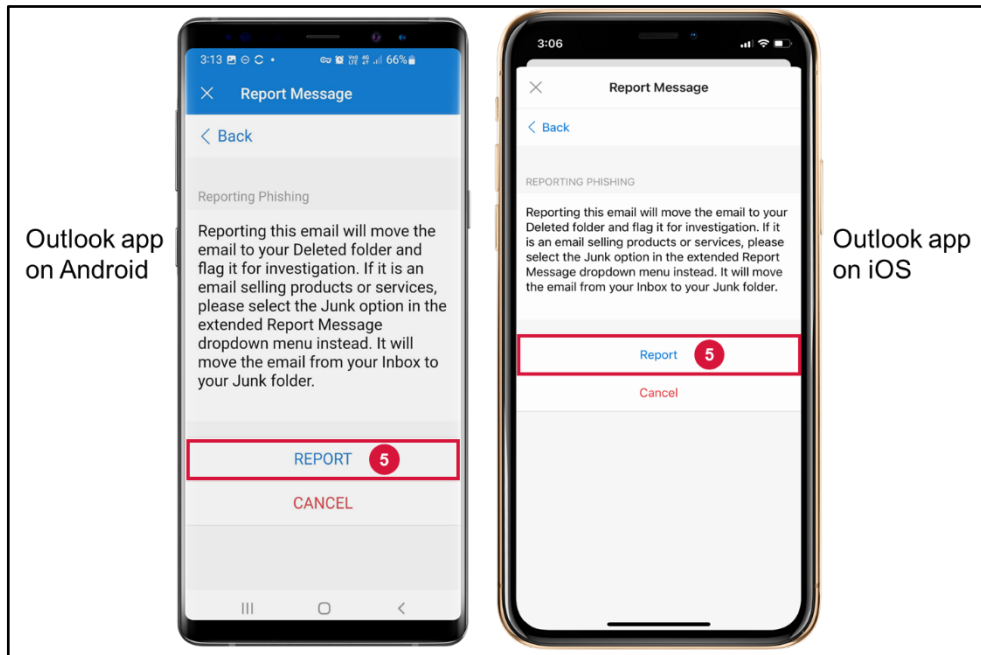
1. Select the email.
2. Select the menu **ellipsis** (three dots).
3. Select **Report Message**.



4. Select **Report as phishing**.



5. Select **Report**.



Other useful information

The below links provide more information on phishing identification and cyber security:

- [Cyber Security Fundamentals](#) is a 15-minute online module in My Health Learning. This module will help you identify cyber security incidents and follow cyber security best practices.
- An alternative method to report a phishing email is to lodge the [Report Phishing/Spam Email](#) form on SARA.
- If you want to access your work emails on a mobile device refer to the [Setup email on Outlook Mobile App Knowledge Article](#) in SARA.
- [Phishing Examples](#) is a Yammer community where the eHealth NSW Cyber Security team provide examples of current phishing attempts.
- Would you like to learn more on cyber security awareness? Refer to the [factsheets and resources](#) on the customer intranet. (Note: You'll need to connect to the VPN to access these resources.)