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How to Report a Possible Phish to Sophos

1. Purpose

The purpose of this document is to explain the steps necessary for reporting what may appear to be a possible Phish message to the Sophos protection platform.

2. Scope

These procedures pertain to all users with Sophos protection.

3. Prerequisites

None.

4. Responsibilities

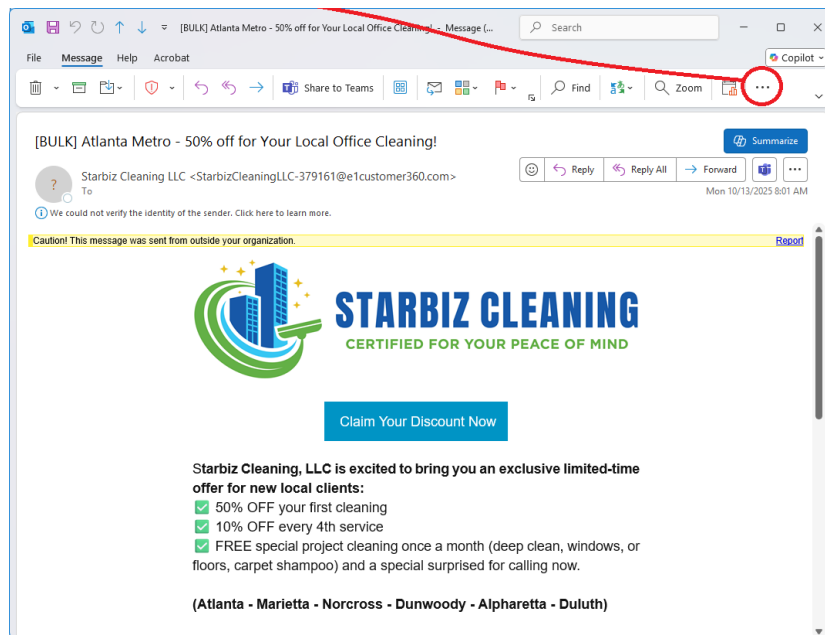
It will be the responsibility of AoA's Department of Information Technology to keep these directions updated. Should these procedures require an update, a modification, a correction, etc. – the IT department should be notified by way of the helpdesk ticketing system found at: <https://help.archatl.com/>

5. Procedure

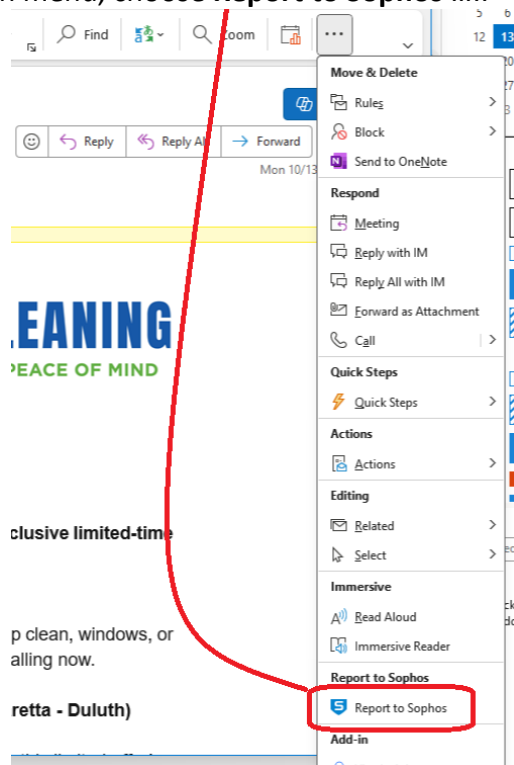
Outlook Client

1. From the message window, **click on the 3 dots** (top right corner) to display the drop-down menu (*see illustration on the next page*)

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2. From the drop-down menu, choose **Report to Sophos**



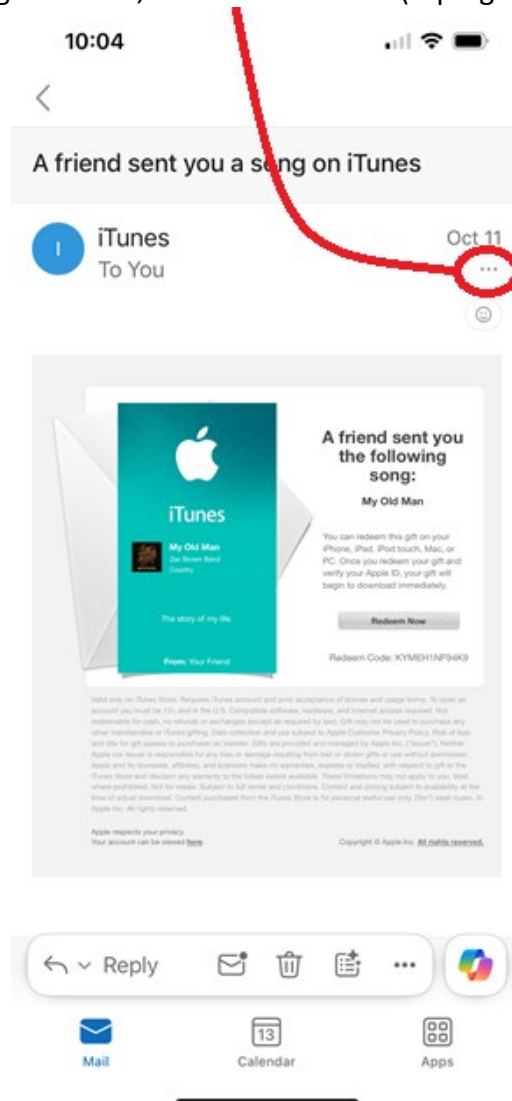
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Outlook App (iPhone)

1. Using the Outlook app (*see icon below*) on your iPhone, open the email in question (being sure NOT to click on any links within the message)

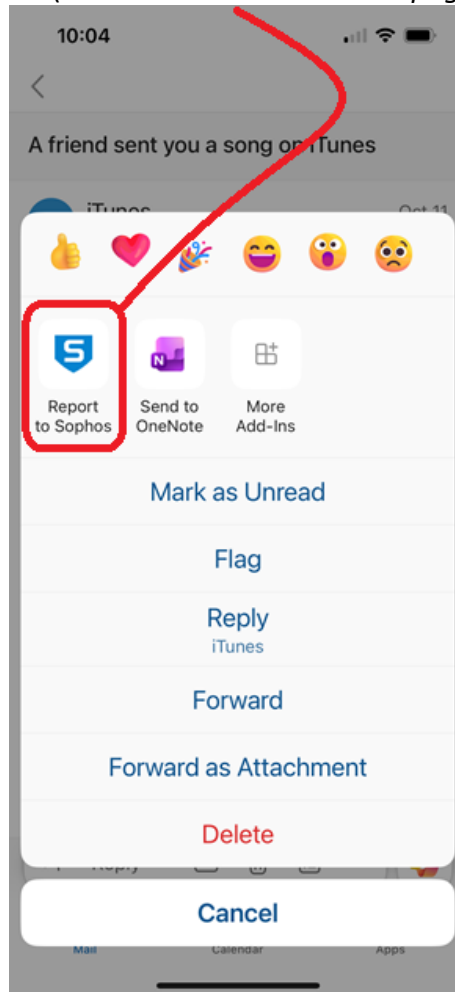


2. From the message window, **click on the 3 dots** (top right corner)



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3. Choose **Report to Sophos** (see illustration on the next page)



6. References

A library of procedures such as this may be found at AOA IT Dept.'s Knowledgebase which can be accessed on the Helpdesk site at: <https://help.archatl.com>

7. Definitions

None.