

	 INFORMATION TECHNOLOGY ARCHDIOCESE OF ATLANTA	<b>SOP #:</b> SophosReportPhish-001	
<b>Page #:</b>	1 of 4	<b>Revision #:</b> (Initial)	
<b>Implementation Date:</b>		10/13/2025	
<b>Last Reviewed/Update Date:</b>		10/13/2025	
<b>Direct any comments to:</b>	<a href="https://help.archatl.com/">https://help.archatl.com/</a>		

# How to Report a Possible Phish to Sophos

## 1. Purpose

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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

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These procedures pertain to all users with Sophos protection.

## 3. Prerequisites

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None.

## 4. Responsibilities

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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/>

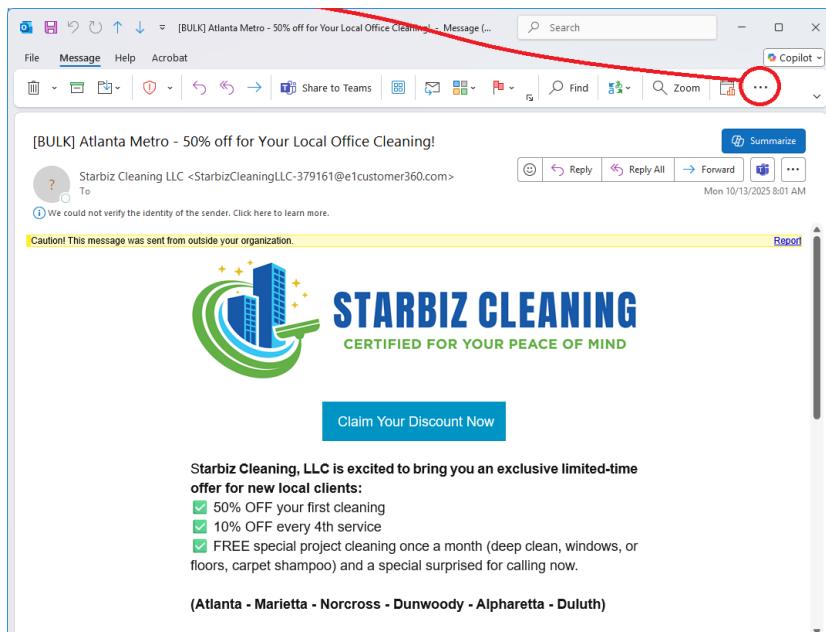
## 5. Procedure

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### 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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[BULK] Atlanta Metro - 50% off for Your Local Office Cleaning!

Starbiz Cleaning LLC <StarbizCleaningLLC-379161@e1customer360.com>

To

Mon 10/13/2025 8:01 AM

Caution! This message was sent from outside your organization. Report

**STARBIZ CLEANING**  
CERTIFIED FOR YOUR PEACE OF MIND

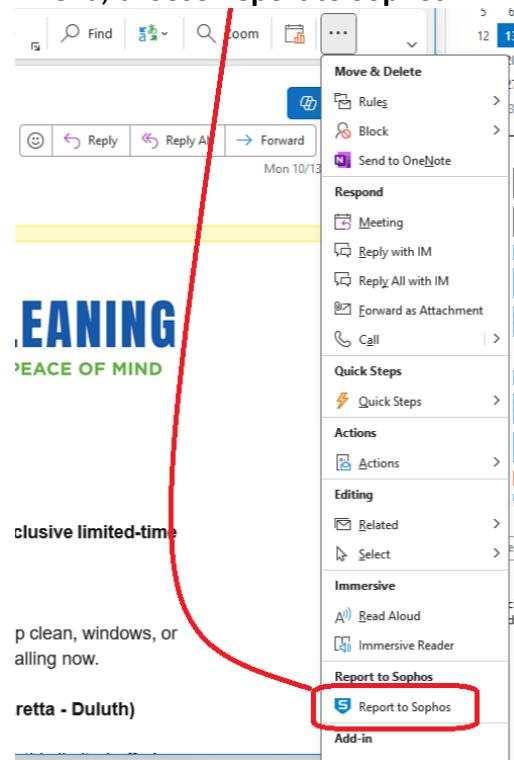
Claim Your Discount Now

Starbiz Cleaning, LLC is excited to bring you an exclusive limited-time offer for new local clients:

- 50% OFF your first cleaning
- 10% OFF every 4th service
- FREE special project cleaning once a month (deep clean, windows, or floors, carpet shampoo) and a special surprise for calling now.

(Atlanta - Marietta - Norcross - Dunwoody - Alpharetta - Duluth)

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



Move & Delete

- Rules
- Block
- Send to OneNote

Respond

- Meeting
- Reply with IM
- Reply All with IM
- Forward as Attachment
- Call

Quick Steps

- Quick Steps

Actions

- Actions

Editing

- Related
- Select

Immersive

- Read Aloud
- Immersive Reader

Report to Sophos

Report to Sophos

Add-in

Virus Insights

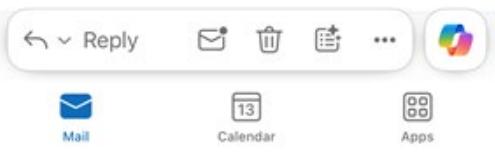
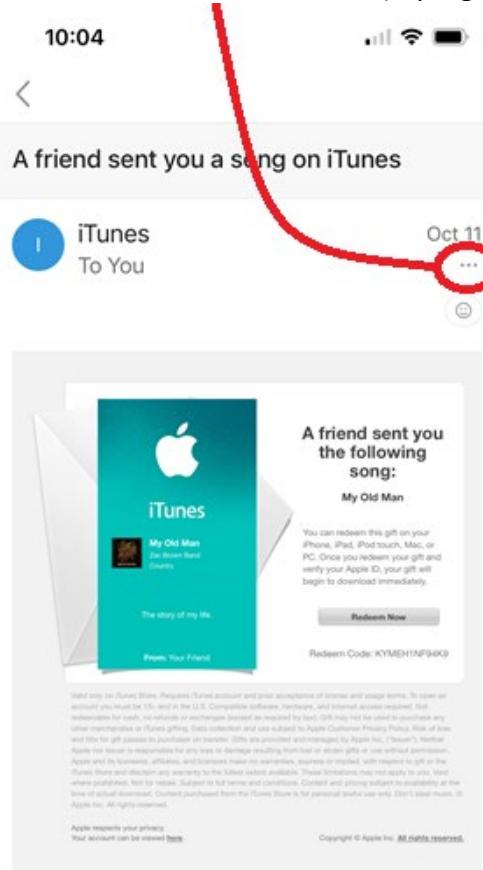
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## Outlook App (iPhone)

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)

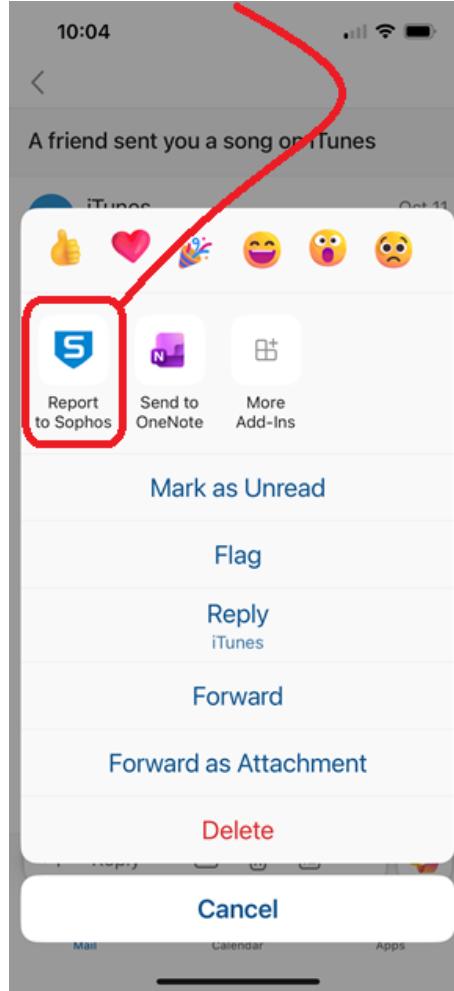


2. From the message window, click on the 3 dots (top right corner) .....



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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.