

Process for Blocking / Reporting / and Deleting Suspicious Emails Microsoft 365 via a web browser

If you have received a suspicious email/s please can you send the email to stacy@gbwct.org.nz as an attachment first.

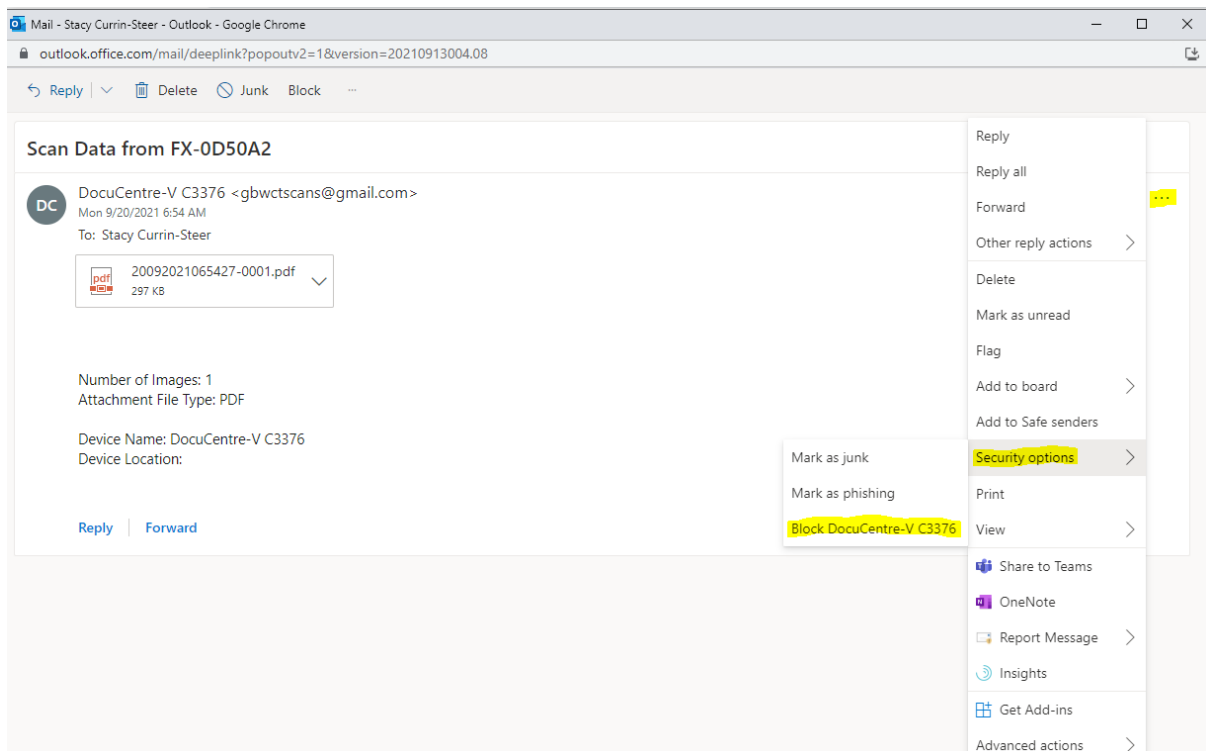
How to send emails as attachments

- Open a new email
- Left click and hold onto the suspicious email and drag and drop it into the new email
- Send to stacy@gbwct.org.nz

Once you have sent the email as an attachment you will need to block the sender, report the email as a phishing email, and permanently delete it from your system.

How to block suspicious senders

- Go into the email
- Click on the ellipsis '...' to the right of the email
- Go to 'Security Options'
- Click 'Block [sender]'

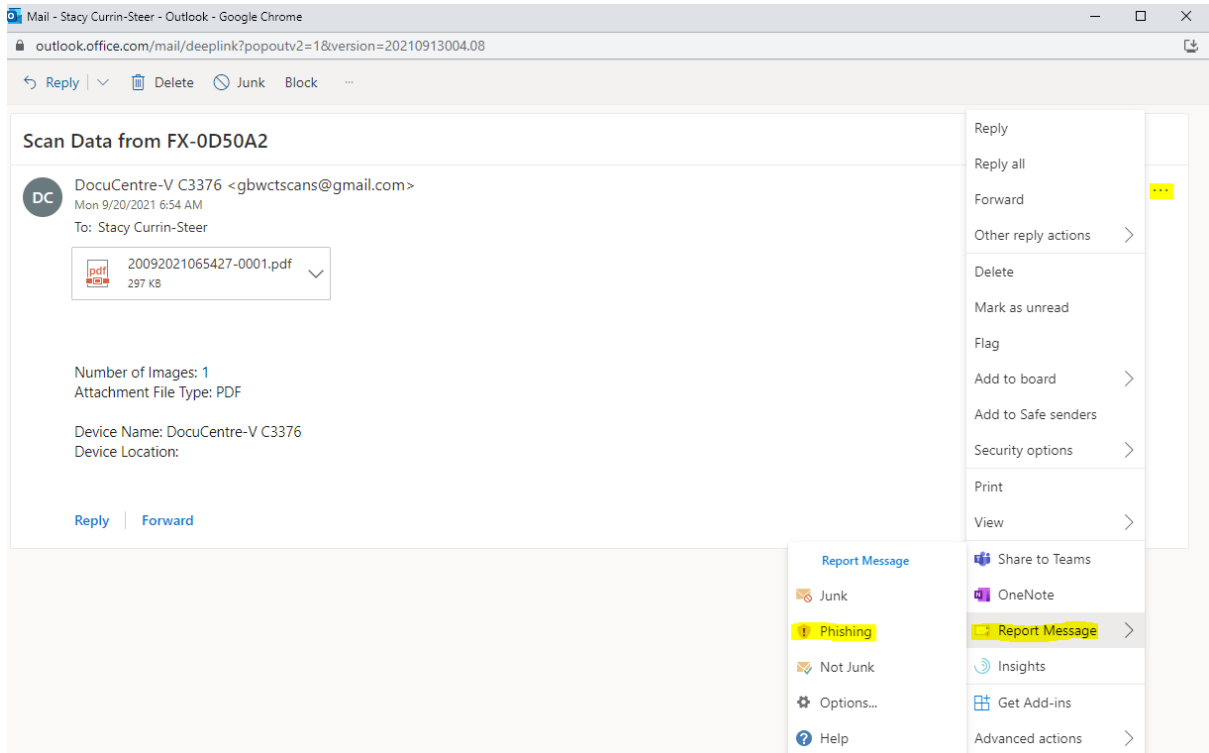


Once blocked your email will go into your 'Deleted Items' folder and any future ones from this sender will go straight to your 'Junk' folder.

Next you need to report the email as a phishing email.

How to report email as phishing

- Go into the email
- Click on the ellipsis '...' to the right of the email
- Go to 'Report Message'
- Click 'Phishing'
- Click 'Report'



You will now need to delete the email permanently from your system.

How to delete an email permanently

- Go in to your 'Deleted Items' folder
- Delete the email

You may need to check your 'Junk' folder every so often to see if any suspicious emails have ended up there.

Please send any suspicious emails to stacy@gbwct.org.nz and continue to report the email as phishing and permanently delete it from your 'Deleted Items' folder.

Process for Blocking / Reporting / and Deleting Suspicious Emails Microsoft 365 via the app

If you have received a suspicious email/s please can you send the email to stacy@gbwct.org.nz as an attachment first.

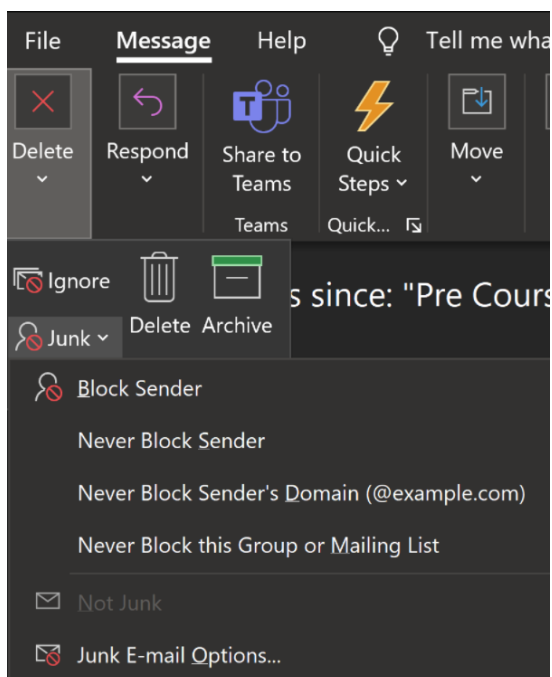
How to send emails as attachments

- Open a new email
- Left click and hold onto the suspicious email and drag and drop it into the new email
- Send to stacy@gbwct.org.nz

Once you have sent the email as an attachment you will need to block the sender, report the email as a phishing email, and permanently delete it from your system.

How to block suspicious senders

- Go into the email
- Go to 'Message'
- Click the arrow below 'Delete'
- Click 'Junk', then Block Sender



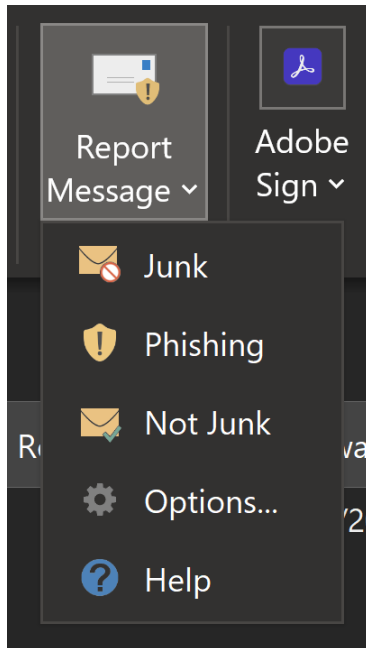
Once blocked your email will go into your 'Deleted Items' folder and any future ones from this sender will go straight to your 'Junk' folder.

Next you need to report the email as a phishing email.

How to report email as phishing

Go in to your 'Deleted Items' folder and find the email you blocked. Click on the email.

- Click the 'Report Message' button
- Click 'Phishing'
- Click 'Report'



You will now need to delete the email permanently from your system.

How to delete an email permanently

- Go in to your 'Deleted Items' folder
- Delete the email

You may need to check your 'Junk' folder every so often to see if any suspicious emails have ended up there.

Please send any suspicious emails to stacy@gbwct.org.nz and continue to report the email as phishing and permanently delete it from your 'Deleted Items' folder.