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Phish Alert Button (PAB)

Beginning Monday, August 20, 2018 a **Phish Alert Button (PAB)** will appear in your Outlook E-mail message window.

Introducing the Phish Alert Button (PAB)

The **Phish Alert Button (PAB)** is used to report suspicious emails. This button will allow you to efficiently report suspected **phishing** emails to CFISD Technology Services. By using the PAB, you'll provide the information required to deal with malicious emails – *and* strengthen our district's cyber defenses at the same time.

When do I use it?

Click the PAB anytime you believe you have received a phishing email or any potentially dangerous email. These unsolicited emails typically ask for personal information such as logins and passwords and may contain links. Emails you report using the PAB will be automatically deleted from your inbox. The emails you report will also be forwarded to designated CFISD Technology Services staff for analysis. The PAB should only be used to report emails you believe to have malicious intent. **If you are receiving spam or marketing emails, you should NOT use the PAB.** You can delete these types of emails or add the sender or sender's email domain to a block list.

How do I use it?

You will see a clickable **Phish Alert** text appear in any opened email.

To report an email as a phishing email:

1. Click the Phish Alert text to open a drop-down screen.
2. A prompt will ask you if you want to report the email as a phishing email. Click the **Report Phishing** button to report the email as a suspicious email.

A rectangular button with a light blue background and the text "Phish Alert" in a blue, sans-serif font.

A rectangular button with a light gray background and the text "Report Phishing" in a black, sans-serif font.

If you need assistance, please contact the Customer Care Center (CCC) at 281-897-4357.

