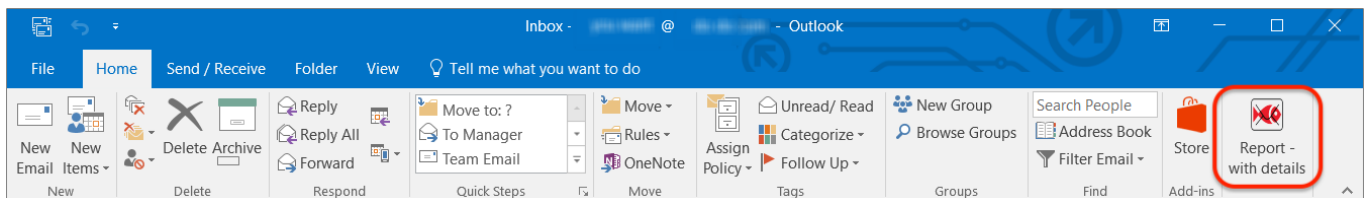


## How to Use the Microsoft Outlook Button

<https://campus.barracuda.com/doc/78153887/>

The Microsoft Outlook Button will no longer be supported starting October 2023. The [Microsoft Exchange Button](#) is recommended.

The Microsoft Outlook button is a new button that you can add to the ribbon of your mailbox. You can customize it, so it might have a different icon or words, but it usually looks similar to the buttons shown here:



### Purpose of Microsoft Outlook Button

Users can click the Outlook Button to report emails that they think are suspicious. These emails might be mock phishing tests or they might actually be real phishing attacks. It is best to report any email you think is suspicious.

### Using the Microsoft Outlook Button

To use the Outlook Button:

Select one or more messages you want to report, then click the **Report Phish** button in the ribbon.

#### Note

When using this button, check that the email you want to report includes at least a subject or content in the body – preferably both. Emails with blank subjects and bodies cannot be reported.

After the user clicks the button to report an email:

#### Note

Refer to [Customization Options - Microsoft Exchange Button](#) for information on the configuration settings mentioned in this section.

1. Depending on the configuration, the user might be asked **Are you sure?** They must confirm that they are sure they want to report the email.
2. The logic in the button determines in which category the reported email belongs:
  - **Mock phish:** A mock phishing email sent by Barracuda;
  - **Internal:** An email from an internal domain, based on your button configuration;
  - **Something else:** An email that is neither a mock phish, nor from an internal domain. These are the most likely to be actual phishing messages.
3. The reported email is forwarded, sent from the reporting user's email account, to the administrative email address you configured.
4. Based on the configuration, the user might see a message thanking them for the report.
5. Depending on the configuration, the message may or may not be deleted. Administrators can choose not to delete reported emails if they come from an internal email address.

### Spam Reporting Button

Some configurations include a Spam reporting button. If your Microsoft Outlook button also has a spam reporting function, be careful to report appropriately when you suspect a message is a Phish, and not just a spam message.

## Figures

1. outlook 2016 windows button-take2.png

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