

# How To:

## Report Suspicious Emails

### Purpose

Cyber attackers will attempt to fool you by sending you an email prompting you into taking swift action. Once a link or attachment is clicked, victims are redirected to a website or are downloading a file that seeks to infect your computer or steal sensitive information from it.

### Forwarding suspicious emails

- 1 Forward the suspicious email to [suspiciousemail@southalabama.edu](mailto:suspiciousemail@southalabama.edu).
- 2 Enter in the Subject Line: *Suspicious Email for Review*.
- 3 Enter in the Body: Enter a brief description of why you believe the email is suspicious.
- 4 Enter this after the forwarded email: Paste the original message for extensive review.

### Copying the original message

- 1 Open the suspicious email you would like to report.
- 2 Click the ▼ icon located in the top right corner of the message.
- 3 Select **Show Original** and click the **Copy to Clipboard** button.

