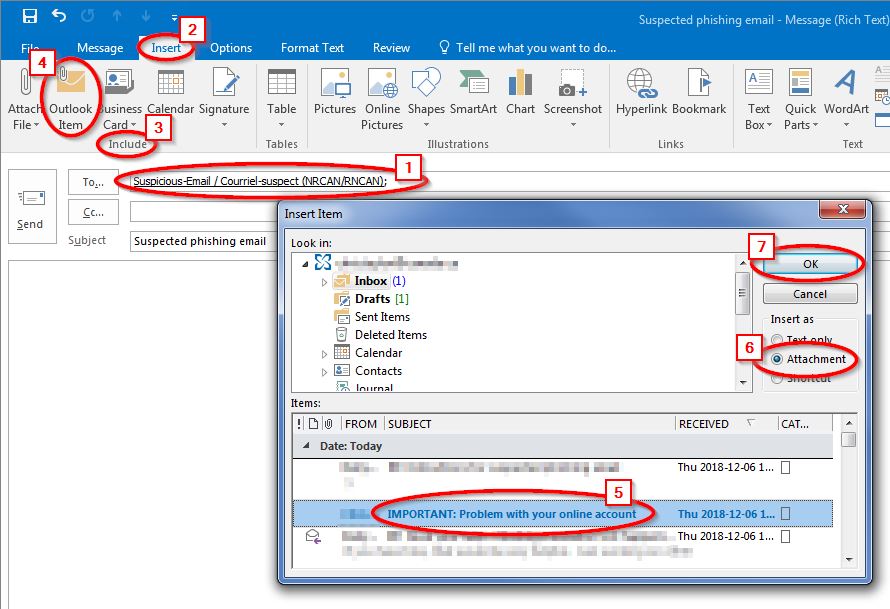


**How to report phishing / suspicious emails**

1. Start a new message and address it to [spam@altcloud.ca](mailto:spam@altcloud.ca)
2. On the **Insert** tab in the ribbon
3. In the **Include** section
4. Click on **Outlook Item**
5. In the **Insert Item** dialogue box, select the phishing email in the **Items:** list
6. Select **Attachment** in the **Insert as** section
7. Click on **OK** and send the email



**Important Note:**

The phishing email sent to [spam@altcloud.ca](mailto:spam@altcloud.ca)  remains in the Inbox. The message needs to be delete.

1. In the Inbox, select the phishing email you want to delete.
2. Press the **Shift + Delete** keys at the same time.
3. In the pop-up box, as shown below, click the **Yes** button. (Shift + Delete permanently deletes messages as it bypasses the deleted items folder in Outlook).

