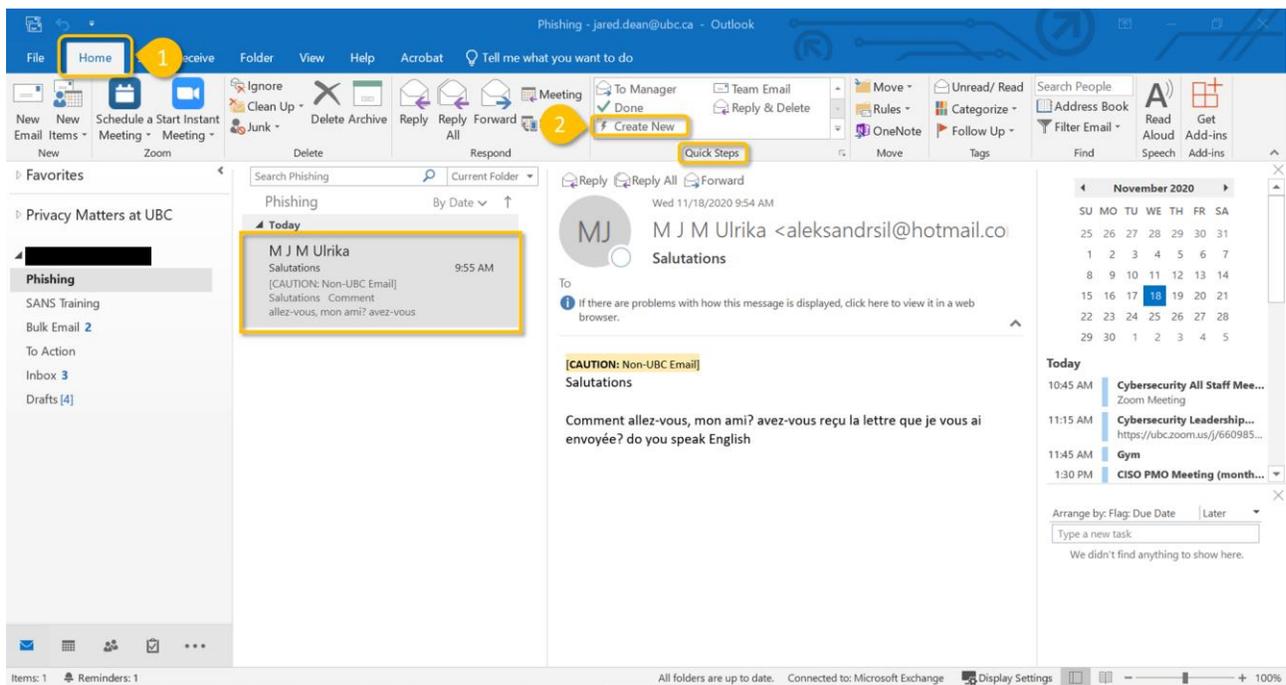




Creating quick steps to report phishing and remove it in one click

Quick Steps is a feature in **Microsoft Outlook for Windows** that applies actions to your email messages. This helps you quickly manage your mailbox. For example, if you frequently received phishing messages you can use a Quick Step to forward the message to security@ubc.ca. These are sent to the cybersecurity team for who will update phishing scanning rules.

First, open up Microsoft Outlook:



1. Click the Home tab button and find the Quick Step
2. Click Create New from the Quick Step





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The screenshot shows the configuration interface for a Quick Step. It includes a 'Name' field with the value 'Phishing', an 'Actions' list with 'Forward message as an attachment' and 'Permanently delete message', an 'Add Action' button, a 'Shortcut key' dropdown menu, and a 'Tooltip text' field. The interface is annotated with yellow arrows and numbers 3 through 9 pointing to specific elements.

3. Name box, type a name for the new Quick Step. (e.g. Phishing)
4. In the Action box, scroll down and select, "Forward message as an attachment"
5. Type following email addresses:
 - a. security@ubc.ca
 - b. spear-phishing@ubc.ca
6. Select "Add Action"
7. In the Action box, scroll down and select, "Permanently delete message"
8. Optional: You can add a shortcut and/or tooltip text to describe the quick step
9. Click on Finish button. You have successfully created the quick steps to report Phishing.



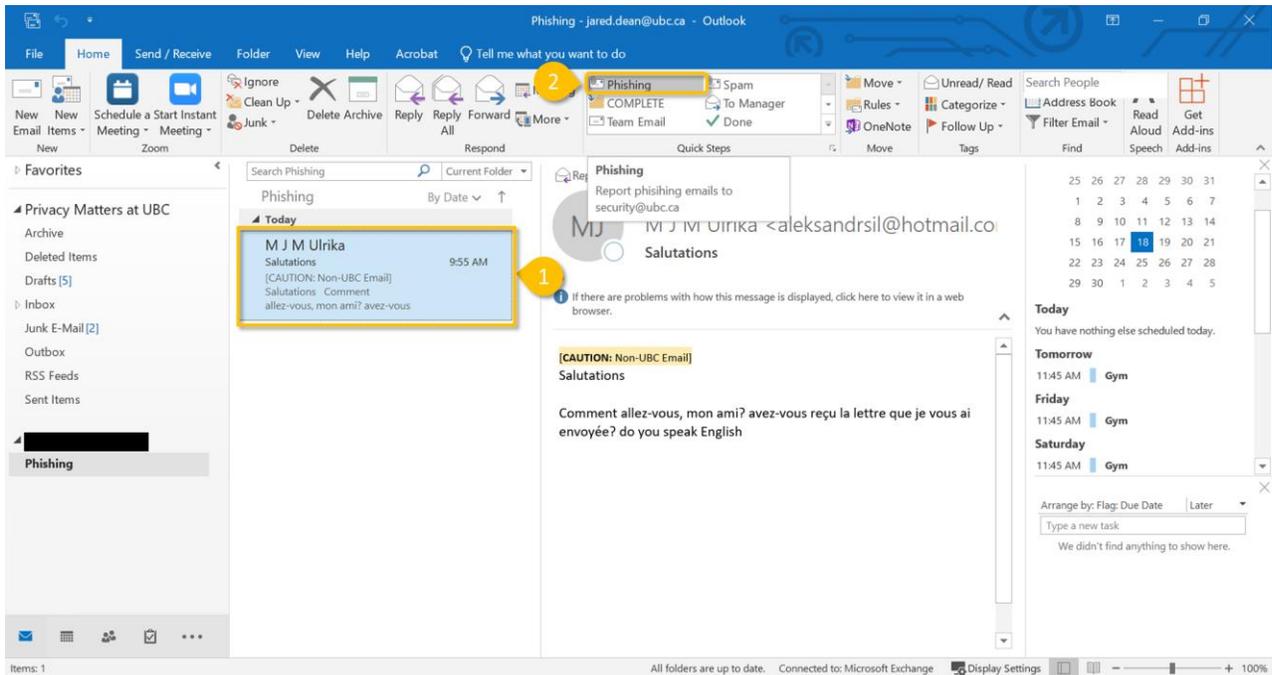


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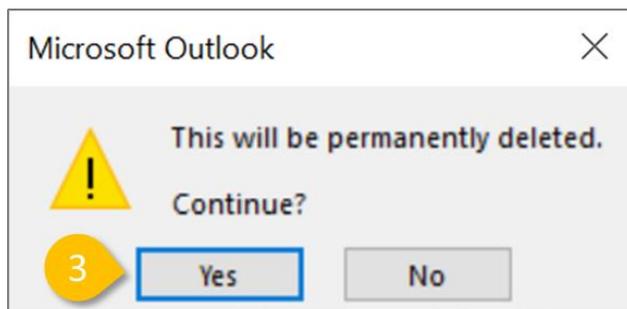
You will need to create Quick Steps only once to gain access to your new Quick Step function.

How to use it...

1. Select the phishing email
2. Click on the newly created Quick Step. E.g. Phishing



3. You will be asked if you want to permanently delete the email, click 'Yes'.



4. You will then be prompted to send the email to the above-mentioned email addresses. Click 'Send'.
5. Thank you!!! You have just helped to protect the University from phishing by cyber-criminals!

