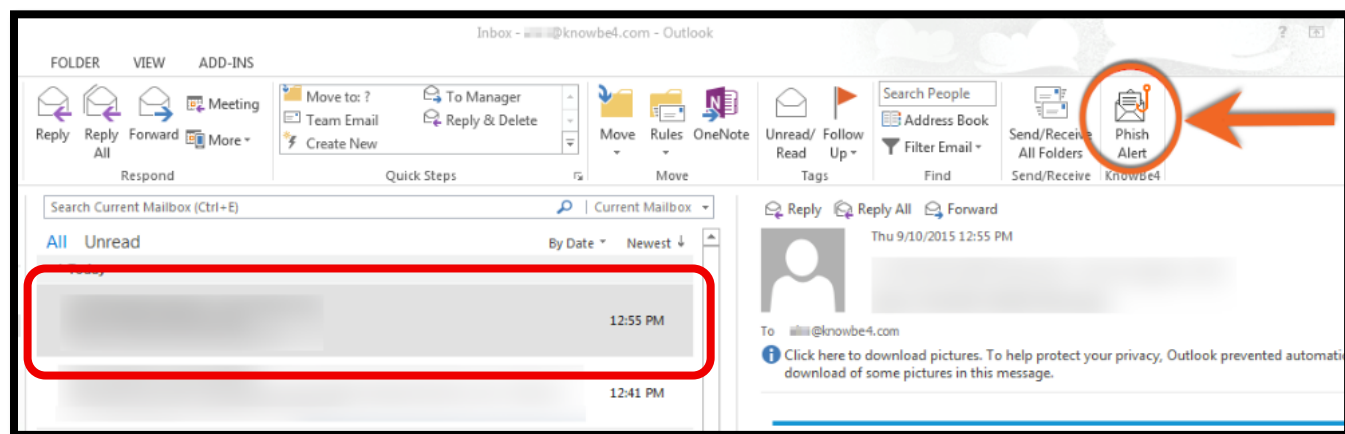## How to use Phish Alert Button (PAB)

If you receive phishing, suspicious, or unwanted emails, you can utilize the **Phish Alert Button (PAB)**. This feature will automatically delete the email from your inbox and report it to TSU at otssecurity@tnstate.edu to block the sender from contacting other users in the TSU community. When you report a suspicious email, our system automatically analyzes it to determine whether it is malicious. Safe messages are returned to your inbox, while dangerous ones are quarantined. This process helps protect all TSU users from similar threats.
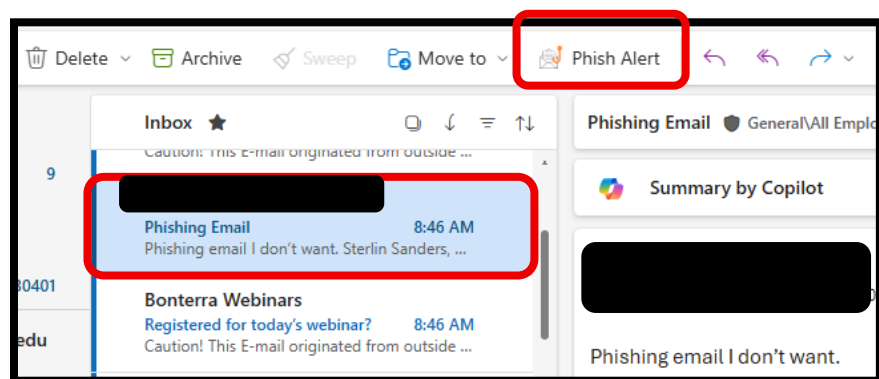
Please see the instructions below for assistance with using the Outlook application or the online O365 email account.

Microsoft Outlook Application

1. Select or open the email that you would like to report.
2. Click the **Phish Alert** button in the Outlook toolbar.

Online O365 Email

1. Select the email that you would like to report.
2. Click the **Phish Alert** button in the upper tool bar.

Office *of* Technology Services
LOCATION McCord Hall rm 20. · **PHONE** 615-963-5000· **WEB** www.tnstate.edu/cit ·**ADDRESS** 3500 John A. Merritt Blvd.

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