

Phishing/Spam Emails: Everyday Business Impact

Spam and phishing are an attempt to trick, exploit or profit from unsuspecting users. This can be damaging because it may lead to stolen personal information, financial loss, malware infections, and/or a loss of trust.

Types of Spam/Phishing Emails

Spam

Commercial Advertisements

Antivirus Warnings

Chain Lettering

Sweepstakes Winners

Money Scams

Phishing

Social Engineering

Employee Impersonation

VIP Impersonation

Extortion

Malicious Recon Emails

Reporting phishing or spam emails helps protect your organization and improve filtering systems by automatically sending the message for review removing it from your inbox and helping prevent similar malicious emails from reaching you and other users in the future.

How Much Damage?

Communication Overload

Creates clutter in inboxes and consumes network resources.

Productivity Loss

Users spend about 5-6 hours per month deleting spam, which is a waste of time.

Security Risks

Many messages contain malicious links or attachments that compromise your computer

How to Report

Gmail



Open the email you want to report, click on three vertical dots on right corner, and select “Report spam” or “Report Phishing.”

Outlook



Open the email you want to report, click on the dropdown under, and select “Report Phishing” or “Report Junk.”

Yahoo Mail



Open the email you want to report, click the selection box next to email, click the chevron next to “Spam” on the toolbar, “Report a Phishing Scam” on the menu that appears

Apple Mail



Forward the suspicious email to reportphishing@apple.com, mark the email as junk, or use the report junk feature

Bottom Line...

Reporting phishing and spam is essential to protecting yourself and others, as it helps prevent scams and strengthens overall cybersecurity. When in doubt, do not click, do not reply and do not forward. Just report it!