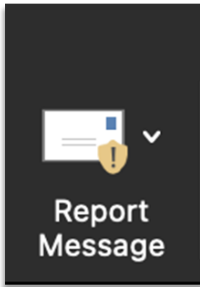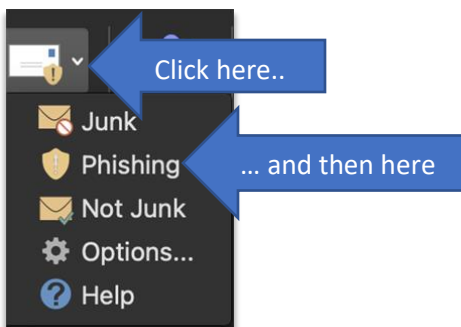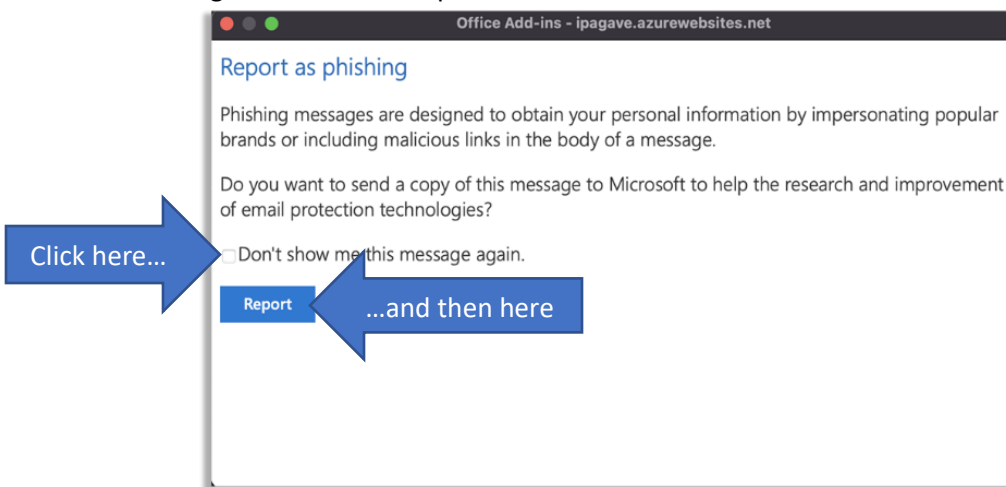# Using the "Report Message" button on macOS

1. On the "Home" menu at the top of the screen there will be a "Report Message" button (pictured below).

2. Select the email you would like to report as a malicious email. Click on the drop down arrow from the "Report Message" button and select "Phishing".

3. The window pictured below will appear. Click the checkbox next to "Don't show this message again." Click the "Report" button.

4. Our Information Security and Compliance Team will be notified about the email.
5. If there is any further information or action is needed, someone for Technology Services will contact you.