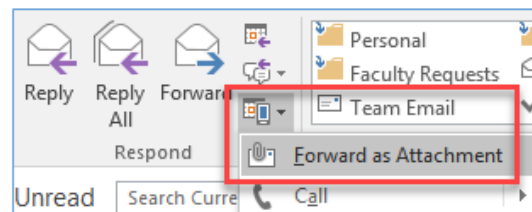


This week's Did You Know:

REPORTING PHISHING EMAILS

Although your first instinct may be to ignore or delete suspicious emails, we recommend that you report them to CSSD's security team. This will allow CSSD to block any potential threats to other Pitt email users.

To report a phishing scam using Outlook, **forward the phishing email as an attachment** to phish@pitt.edu:



1. **Select the email** from your email list
2. Press **CTRL+ALT+F**, or click the **more actions** button on the top menu (near the **Forward** button) and select **Forward as Attachment**
3. Address the message to phish@pitt.edu
4. **Send** the message

To report a phishing message **from Outlook Online** (My Pitt Email):

1. Create a **new message**
2. **Drag** the potential phishing email from your list of messages to the **body of the new email**
3. Address the message to phish@pitt.edu
4. Click the **Send** button

Not sure if a message is a phishing message? Look for these **red flags**. If an email:

- Tells you that some kind of **action is necessary**
- **Threatens you** in some way (legal actions, loss of service or account access)
- Comes from a business that has **no reason to contact you**
- Has an **attached file** you were not expecting
- Has a **long list of addresses** in the CC field
- Offers **money or rewards**
- Asks for your **SSN or other information**
- Asks you to put your **password** into an email message

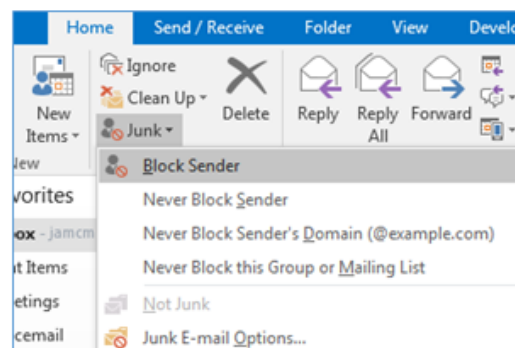
Please report any messages that exhibit these characteristics, even if you're not certain they're phishing emails. If you have any questions about potential phishing emails, please email the KITS help desk at it@katz.pitt.edu, or call 412-648-1601.

BLOCKING SPAMMERS

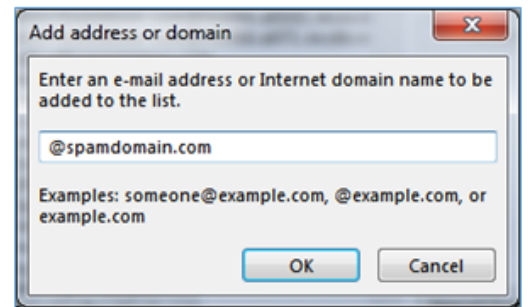
Outlook and Outlook Online users can **block spammers** from sending them any further emails. To block an address in Outlook:

1. **Highlight** the message in your email list
2. Click on the **Junk** button on the menu bar
3. Choose **Block Sender**

To block a sender's domain, meaning any email address coming from the address after the @ sign in the email (user1@spamdomain.com, user2@spamdomain.com, etc.):



1. Click on the **Junk** button in Outlook
2. Choose **Junk Email Options...**
3. Select the **Blocked Senders** tab
4. Click **Add**
5. Enter @<domain to block>
6. Click **OK**, twice



Please note: we **do not recommend** blocking domains like Gmail, Yahoo, or any popular email services. Doing so will almost certainly result in **lost mail from legitimate contacts**. Please contact [Katz IT](#) with any questions.

And don't forget:

You can get **special Pitt pricing on office supplies** through Office Depot's University of Pittsburgh employee purchase program. For more information, see: http://cfo.pitt.edu/pexpress/documents/OfficeDepot_PPDInstructions.pdf.