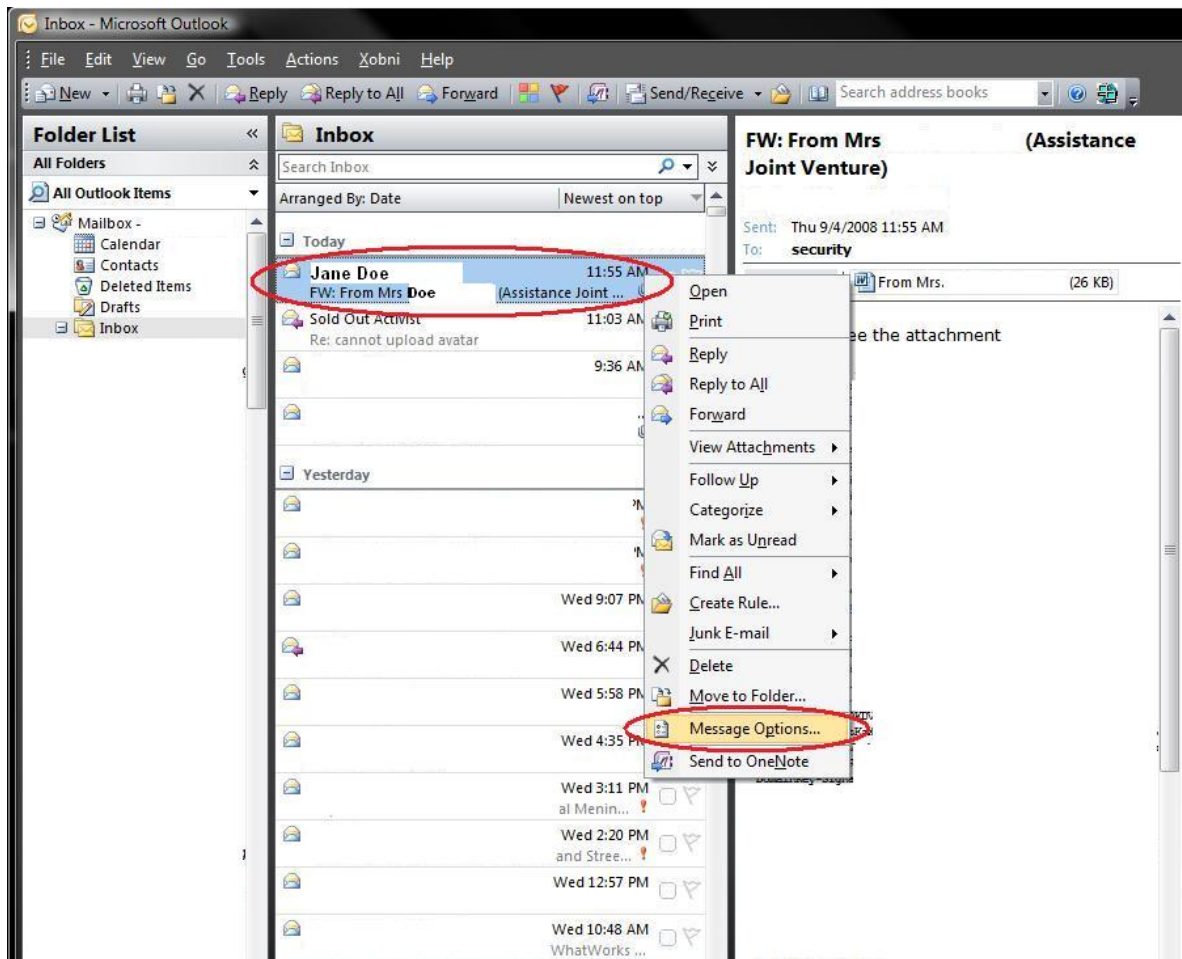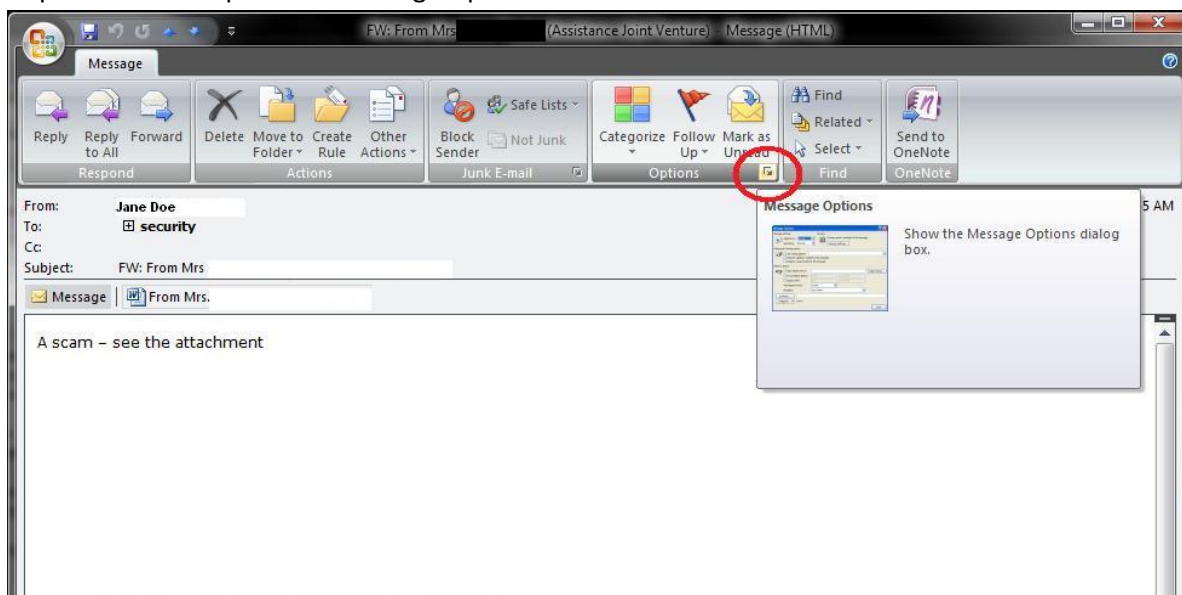# How to Report Spam and Phishing Emails

For Outlook 2007:

1. Right-click on the spam or phishing email message **in your Inbox** and choose "Message Options".
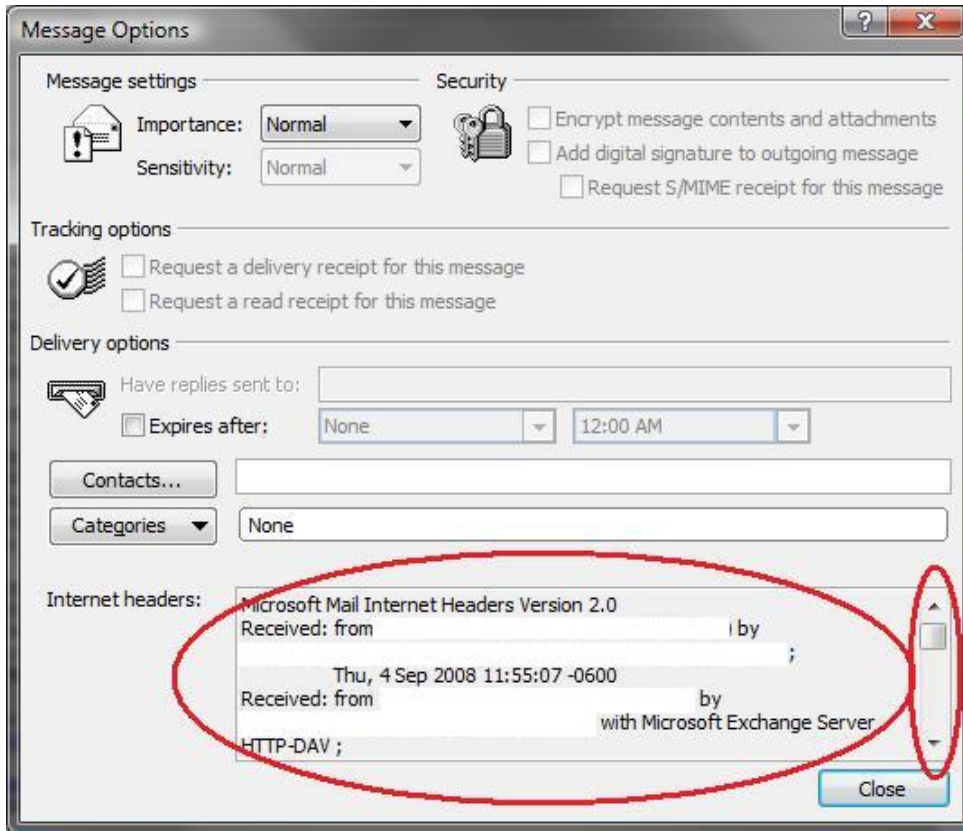

However, if the **email message is open in its own window**, click the small button in the lower right corner of the "Options" tab to open the "Message Options" window.
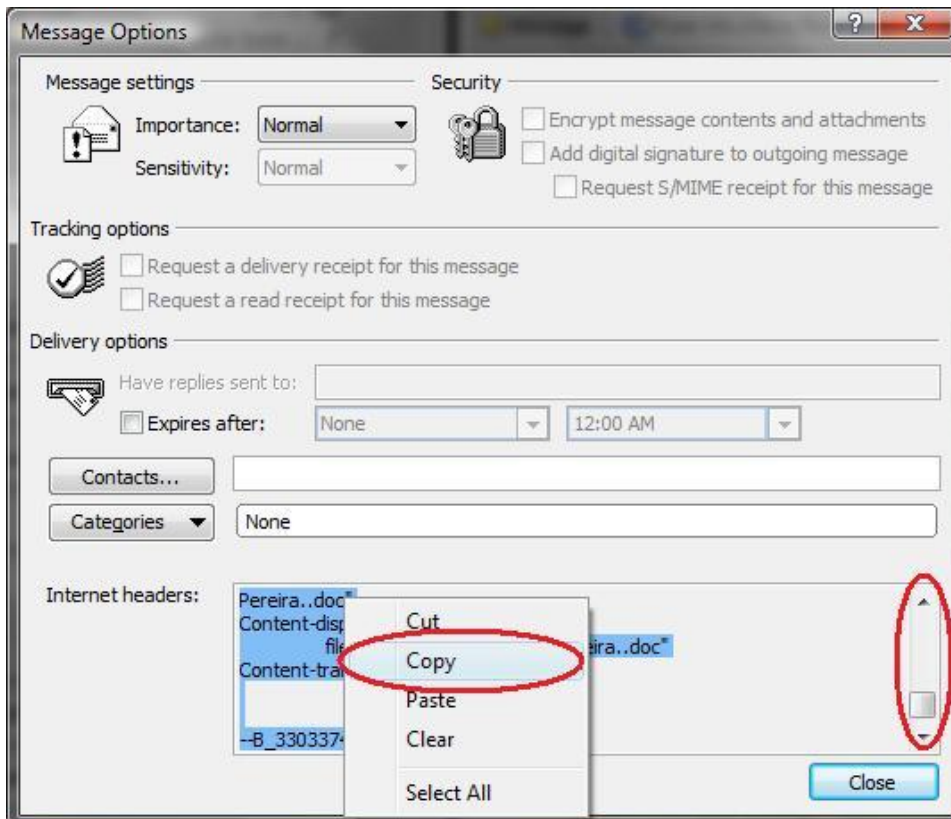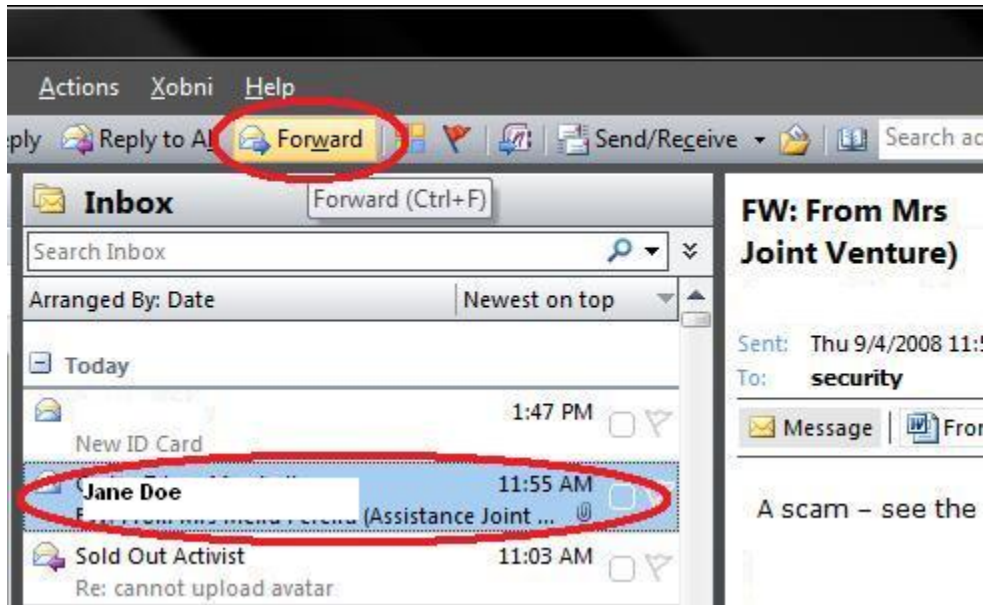
2. When the "Message Options" window appears:
   – Click and hold the left mouse button, then drag the mouse pointer down and to the right to highlight all of the text in the "Internet headers:" section.
   – This section is scrollable, so make sure to go all the way to the bottom of the section to highlight all of the text.

Once all the text in the "Internet headers:" section is highlighted, right click on the highlighted text and choose "Copy ". You may close the "Message Options" window once the text has been copied.
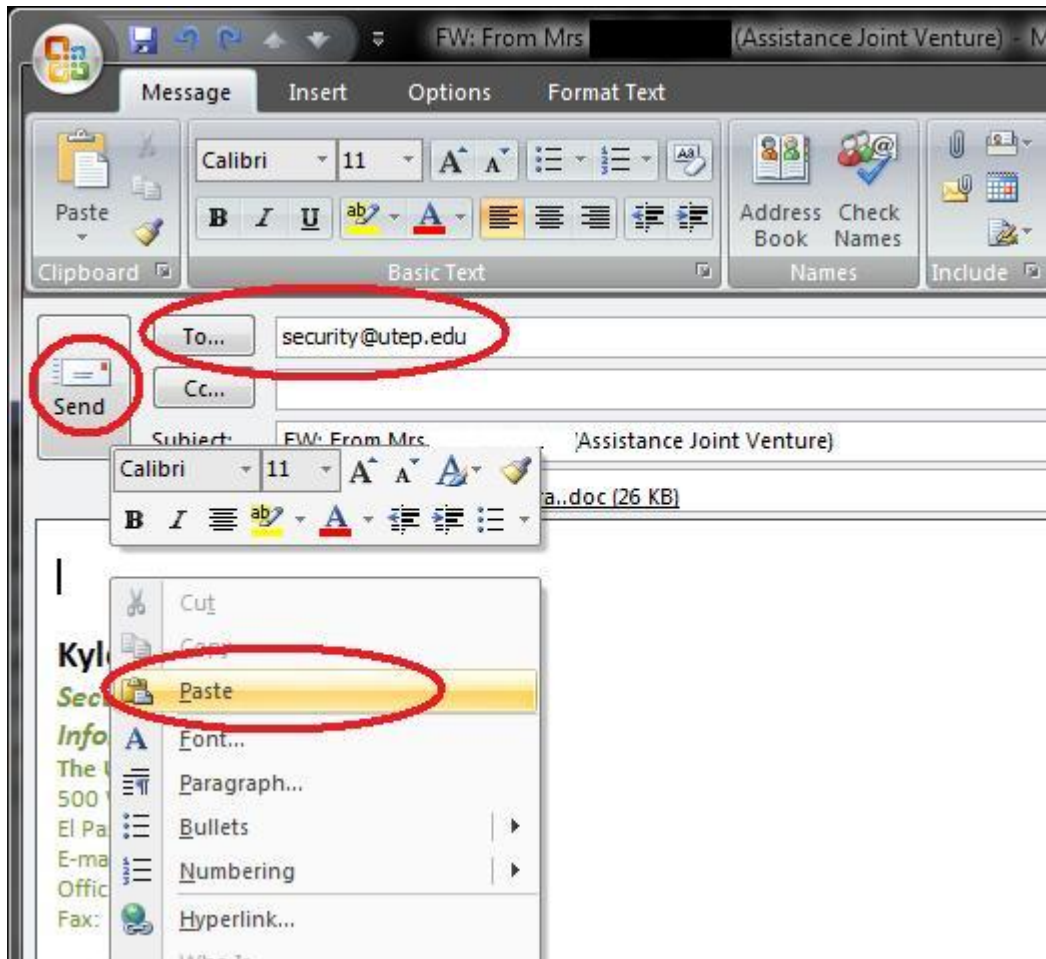
3. Now that the email headers are copied, click on the spam or phishing email that was received to highlight it and then click "Forward" to create a new forwarded message.
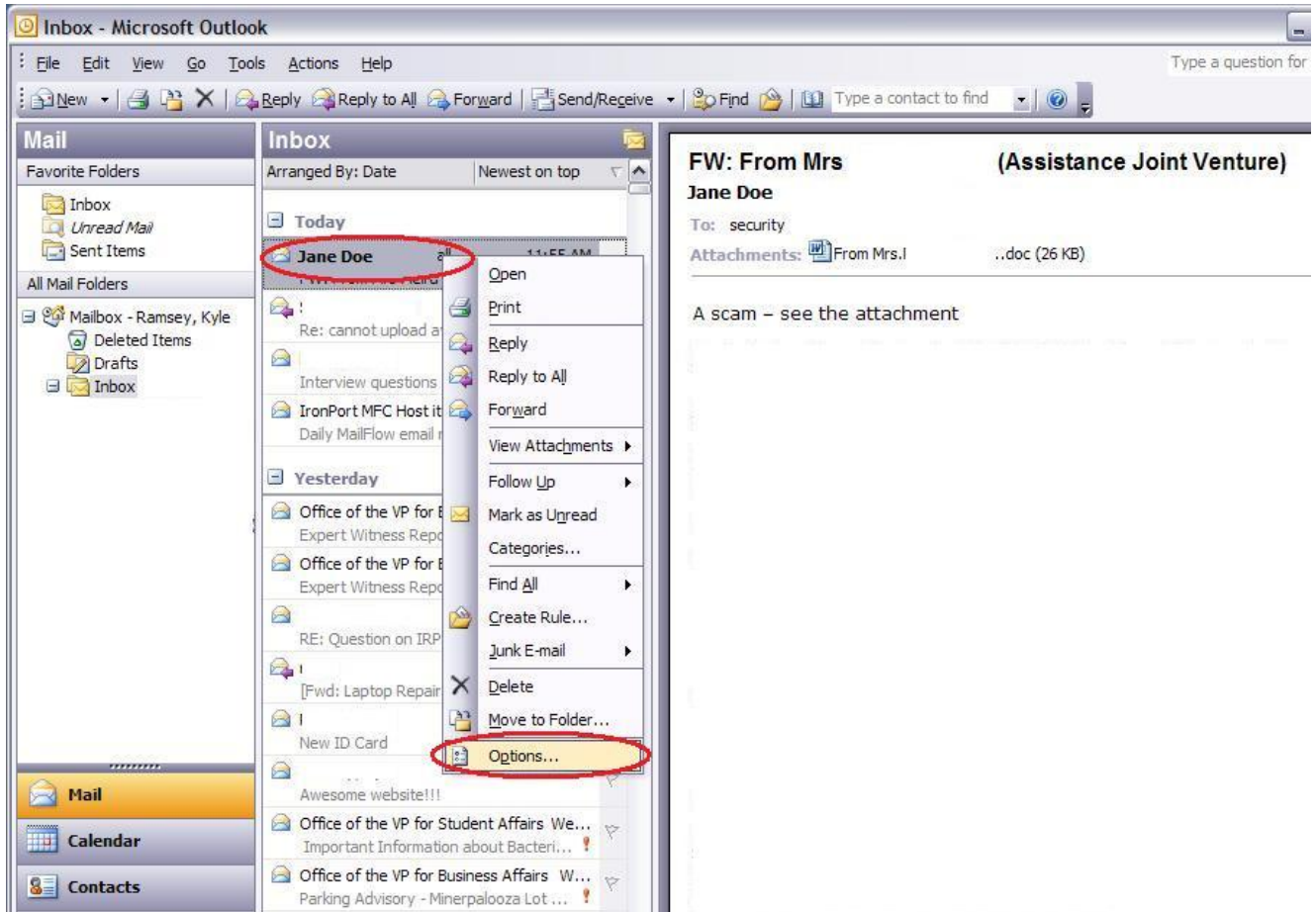

When the "FW: Message" window appears:

– Type security@utep.edu in the "To…" section.

– Right-click in the body of the message and choose "Paste" to paste the email headers that were copied earlier into the email.

– After pasting the headers, click "Send" to send the message to the Information Security Office.
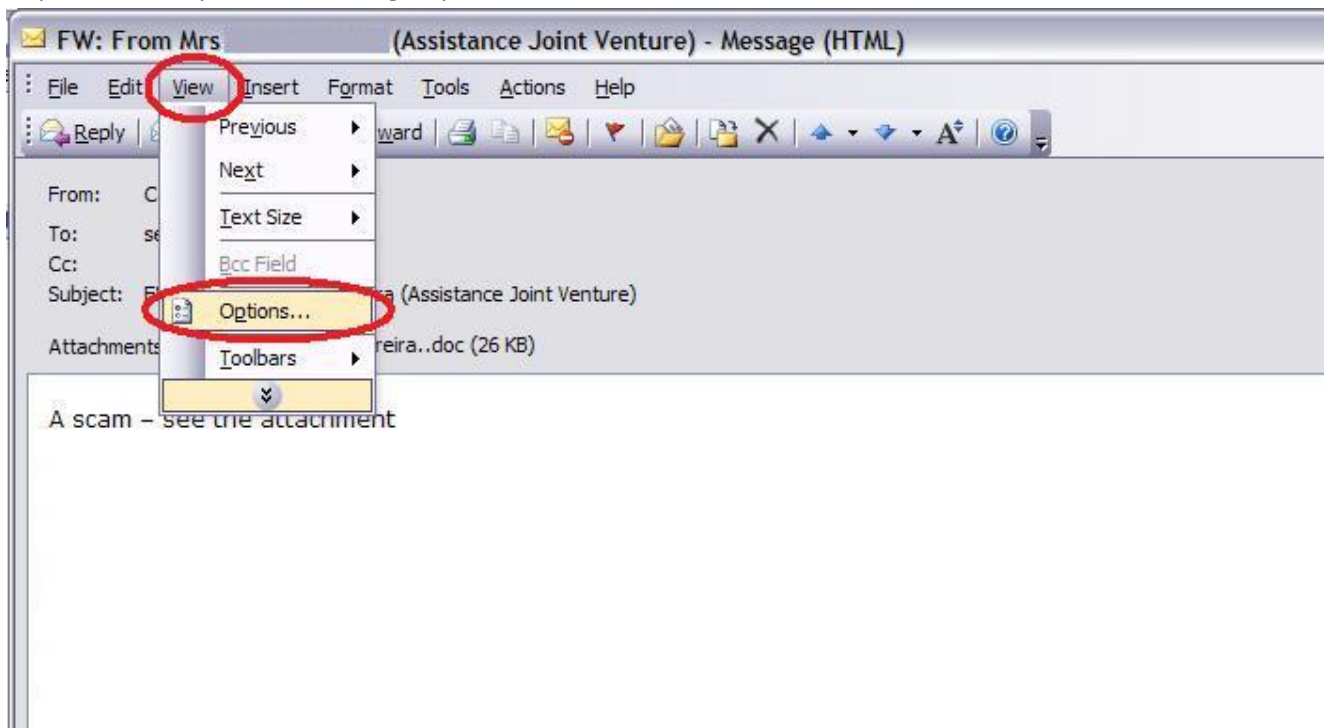
For Outlook 2003 and XP:

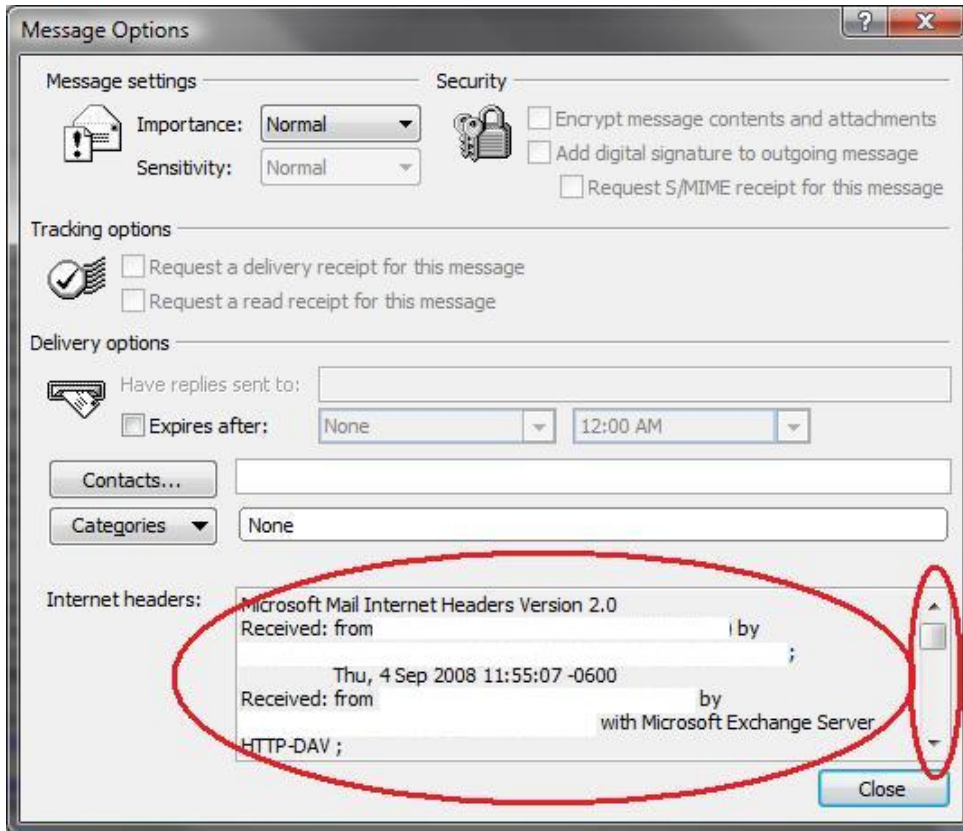1. Right-click on the spam or phishing email message **in your Inbox** and choose "Options".

However, if the **email message is open in its own window**, click "View" in the menu toolbar and choose "Options…" to open the "Message Options" window.
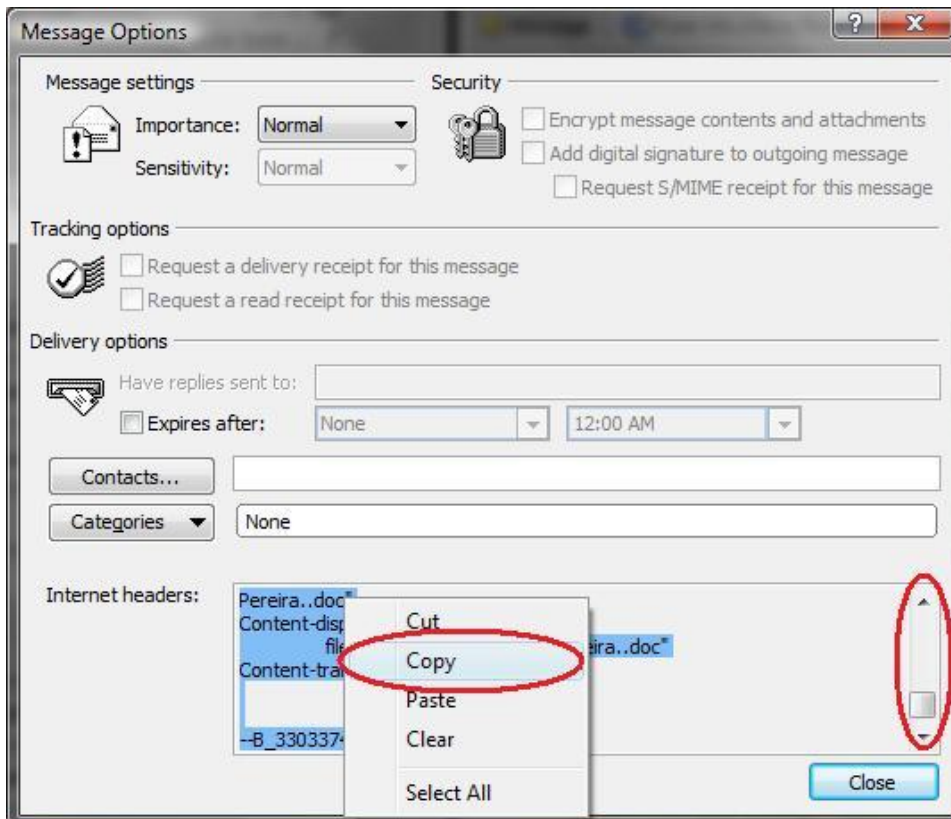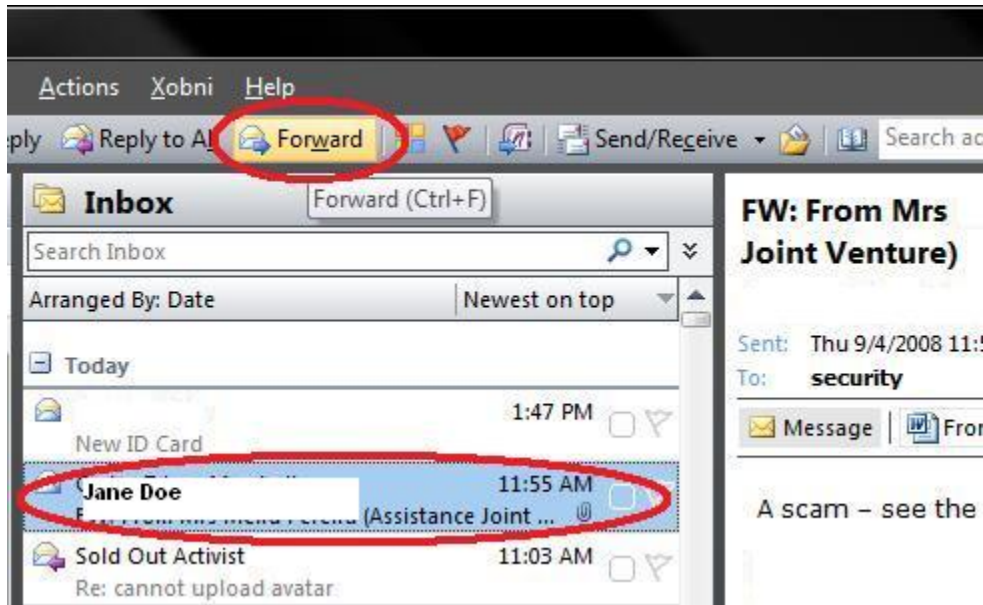
2. When the "Message Options" window appears:
   – Click and hold the left mouse button, then drag the mouse pointer down and to the right to highlight all of the text in the "Internet headers:" section.
   – This section is scrollable, so make sure to go all the way to the bottom of the section to highlight all of the text.

Once all the text in the "Internet headers:" section is highlighted, right click on the highlighted text and choose "Copy ". You may close the "Message Options" window once the text has been copied.

3. Now that the email headers are copied, click on the spam or phishing email that was received to highlight it and then click "Forward" to create a new forwarded message.

When the "FW: Message" window appears:

– Type security@utep.edu in the "To…" section.

– Right-click in the body of the message and choose "Paste" to paste the email headers that were copied earlier into the email.

– After pasting the headers, click "Send" to send the message to the Information Security Office.