FORWARD EMAIL AS ATTACHMENT

Information Security

COLUMBUS STATE

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Overview

The following section is a brief statement relating the purpose of the SOP as well as any relevant background information:

Use this procedure to report and forward potential SPAM, JUNK and or PHISHING emails as an attachment.

Scope

The following section identifies the intended audience and use of the SOP:

All CSCC employees and or students that receive potential SPAM, JUNK and or PHISHING emails.
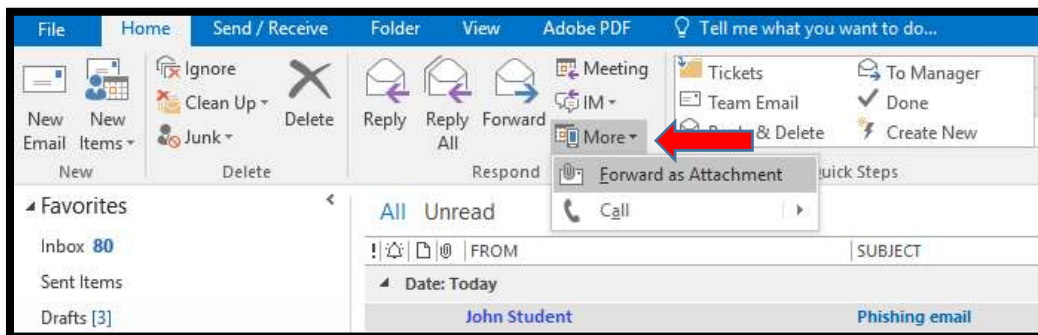
Procedure

The following section defines the actual steps that need to be taken in order to accomplish the task defined by this procedure:

OUTLOOK

1. Click on the email message that is potentially a **SPAM, JUNK** or **PHISHING** message

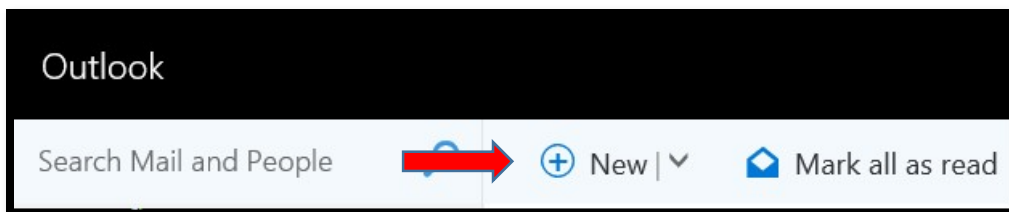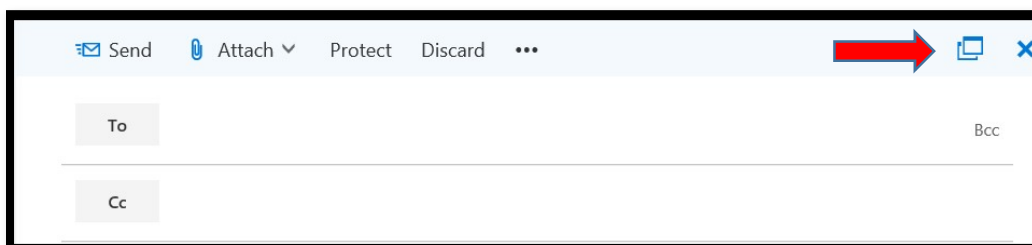2. Click **More** on the tool board, and **Forward as Attachment**
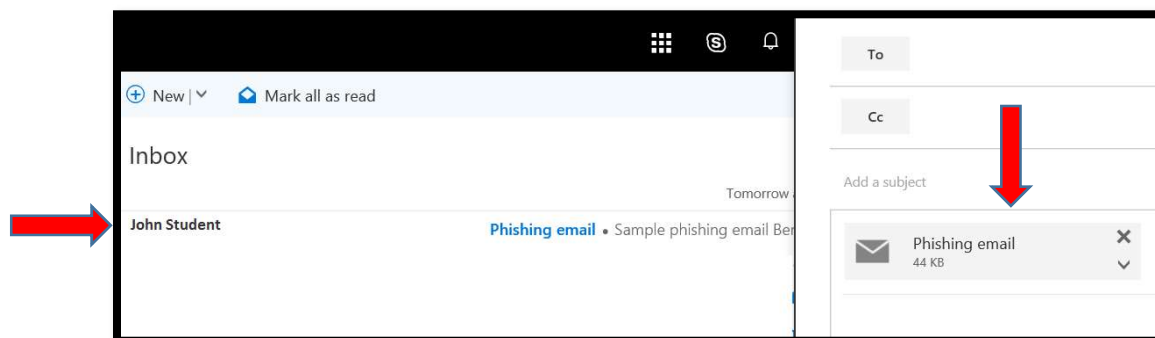
WEB OUTLOOK

1. Compose a "**New**" email message

2. Edit the new message in a separate window by clicking on the cascaded windows

3. Click and Drag the email message from your inbox to the new email message

REPORT SPAM:

Forward a copy of the email message, as an attachment:

junk@office365.microsoft.com

REPORT PHISHING:

Forward a copy of the email message, as an attachment:
abuse@cscc.edu