



OFFICE OF INFORMATION TECHNOLOGY

Empowering Alaskans Through Technology

Getting Started with Email SPAM Reporting v11/17/21.1

Listed below are the ways to report spam or other malicious email. Please continue for more details.

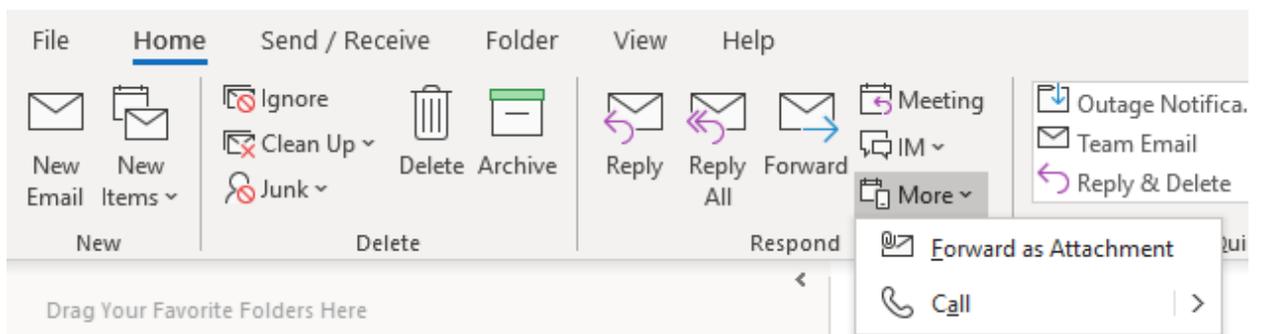
REMEMBER-

- If you receive an unusual email from someone please call the sender to verify before opening the email and ask your supervisor for guidance.
- If you receive fraudulent emails, please report them to the State Security Office by following one of these two methods.

If you receive a suspicious email, please follow the steps below.

Report Messages as Spam Using SOA Spam Reporting:

This is the fastest method and very similar to how many employees have been reporting spam in the past.



- Address the message to *SOA Spam Reporting* <reportspam@alaska.gov> and click the "Send" button.
- Once your message has been sent, delete the suspicious email.



OFFICE OF INFORMATION TECHNOLOGY

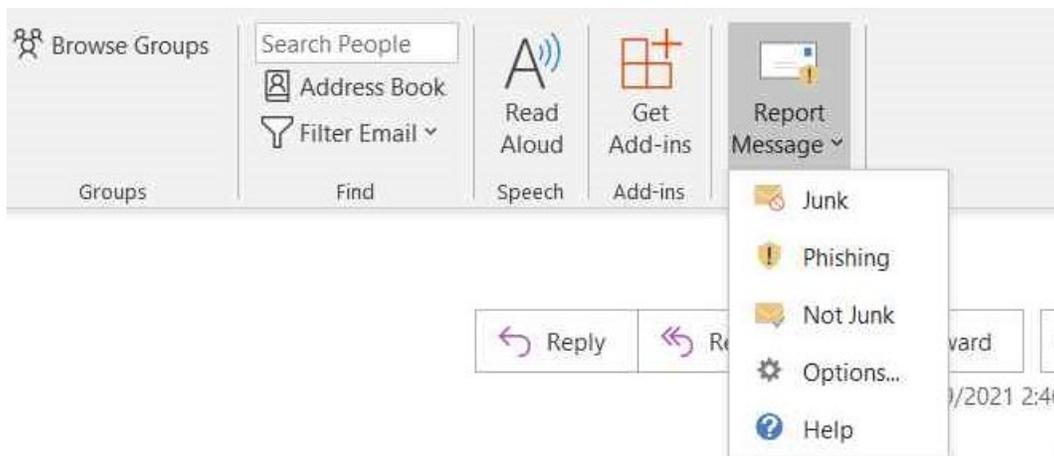
Empowering Alaskans Through Technology

OR

Report Messages As Spam Using "Report Message" Add-In:

If you are using an Office 365 Version of Office, then you may have the "Report Message" Add-In deployed to your Outlook.

- Select the suspicious email in your inbox to highlight it and select the "Report Message" at the end of your Outlook Ribbon.



- Select the proper category of the email you are reporting.
- This tool does take a bit of time to "process" the message in your mailbox. It may be that the action doesn't happen right away.

***Note- Not all employees will have this feature on their Outlook ribbon. For those who currently have this on their Outlook ribbon, this feature will go-live beginning December 8th ***