

Reporting SPAM or Phishing Emails

Page Reference: <https://wiki.nursing.jhu.edu/x/DAONB>

The School of Nursing works in tandem with the Enterprise IT to mitigate threats from spam and phishing messages. It is possible that some of these messages will not be immediately detected by the Hopkins preventative measures. Attackers/spammers are constantly changing their methods to prevent their messages from being blocked.

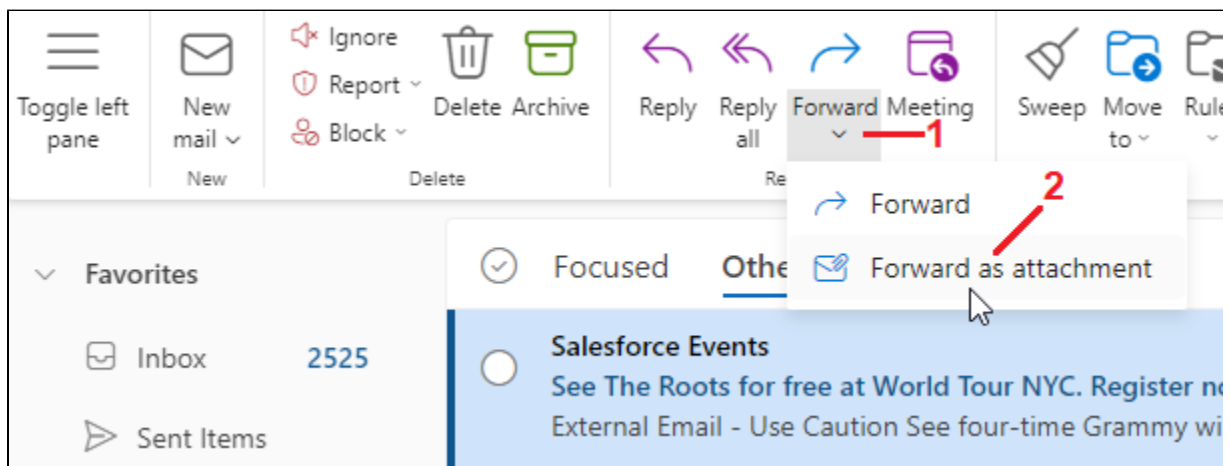
Suspicious messages should always be reported to Enterprise IT by forwarding the message **as an attachment** to spam@jhu.edu.

To forward an email as an attachment using Outlook, follow these steps:


1. Highlight (select) the spam message in your Inbox (or Deleted Items if you have already deleted it)
2. Press **Ctrl+Alt+F** (on a Mac it is **Control+Command+J**) which should start a new message with the spam message attached
3. Address the message to spam@jhu.edu and send
4. Delete original spam message

If you are not using the Outlook application on your computer, another way to easily forward a message as an attachment is to use Outlook Web Access.

1. Simply login to Outlook Web Access from any web browser (<https://outlook.office.com>) using your Hopkins credentials (JHED_ID@jh.edu)
2. Highlight (select) the spam message in your Inbox (or Deleted Items if you have already deleted it)
3. Click the small Down-Arrow under the "Forward" button and choose "Forward as attachment" (See screenshot below)
4. Address the message to spam@jhu.edu and send
5. Delete original spam message



If you need further assistance reporting a spam message, please contact the [SON Help Desk](#).

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