

Report Phishing in Outlook

Script: Version #5

VOICEOVER	VISUALS
HOOK/INTRO	
Has this ever happened to you? You get an email that looks a little sketchy and you want to tell someone about it.	Graphics representing: • “you” (person) • email • sketchy • “tell someone” all appear on screen.
TITLE	Text
This is <someone> with the Design and Training Team. Today we are going to walk through the process of reporting phish emails in Outlook.	A fishing hook “reels” in a phishing email.
SECTION 1: Signs of Phish	
Phishing is an attack that targets you for your private information, or login credentials. Let’s take a look at common ways to identify phishing attempts: 1. A short subject line, often marked as “EXTERNAL” 2. The email address 3. A generic greeting 4. Poorly written 5. An urgent call-to-action	A phishing email is on screen. Parts of the email are outlined in red or have red arrows pointing to them. These call-outs coincide with the voiceover narration.

6. A request for information 7. Suspicious links or attachments Remember: If you suspect an email to be unauthentic, it's important not to click on anything.	
SECTION 2: Report Phish	
Ok, so you received an email you think is trying to phish you. What do you do? If you are using the Outlook desktop application, click the "Report Phish" button. In the window that appears, click the "Report Phish" button. If you are using Outlook online, select the email. In the email window, click the three dotted icon in the upper right corner. From the drop-down menu that appears, go to the bottom, and select the Report Phish option. After you report phish, you will receive an automated message.	Email and question mark visuals. Screen recording Screen recording
SECTION 3: Message Analysis	
The email will stay in your inbox while it is being analyzed. Emails NOT identified as phishing will stay in your inbox. Emails identified as phishing are automatically removed from your inbox, and from all other users in the district who also received this message.	A progress bar appears over an email. The email gets a checkmark, showing that it's ok. An email with the fish graphic gets a red x, and it goes off screen. Show a map of the district.
SUMMARY/OUTRO	

Phishing schemes often appear legitimate. So stay alert, and don't take the bait. Thank you for watching this video on reporting phish content in Outlook.	Graphics representing: • phish • being alert/on the lookout appear on screen.
CALL TO ACTION	
Be sure to check out other content on The Source.	logo and URL to The Source

Details

Remember that as a general guide, every page of a script is approximately 1 minute of video.

- Target Duration: 2 minutes
- Audience: All MPS staff
- Due Date: October 1, 2019