Reporting a Message

When a message is reported to Mimecast, it will automatically trigger the following actions:

- The message is moved to your Junk Email folder in Microsoft Outlook.
- The Sender of the message is added to your Blocked Senders list.
- The message is forwarded to the Mimecast Security Team for analysis.

Reporting a Message on Windows OS / Mac OS

Also, keep in mind that the reporting button may look different depending on whether you are using Windows or Mac.

Windows: you can check you Mimecast Tab and click Report Message to report a suspicious message

Mac: The button should be on the far right of your outlook, and you can click Report Phishing to report a suspicious message
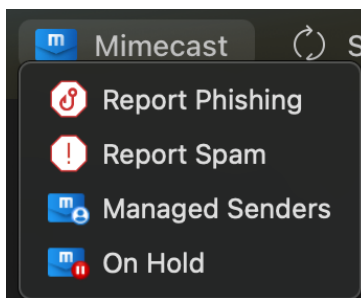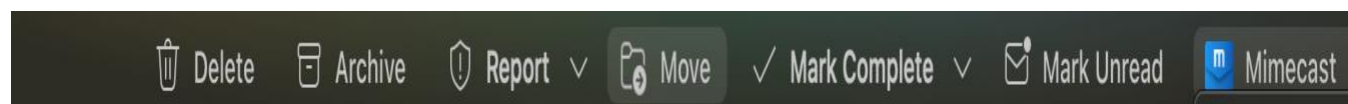
Note: The Mac Report function is available for users who have migrated to Office 365. Users who have not yet migrated should take a screenshot of any suspicious message and forward it to cyber@cshl.edu. Migration for remaining users will be completed soon!

To report a message using Windows OS or Mac OS:

1. Select the **Message** from your Inbox.
2. Click on one of the available reporting buttons (see above).
3. Click on the **Report Message** home button.

Note: If you are not currently authenticated with Mimecast, a Microsoft pop-out window will appear for you to log in.

4. Click on the **Report** button in the confirmation dialog.
5. A confirmation dialog is displayed.

Stay vigilant and think carefully before you click! If you have any questions or concerns, feel free to contact us at cyber@cshl.edu.