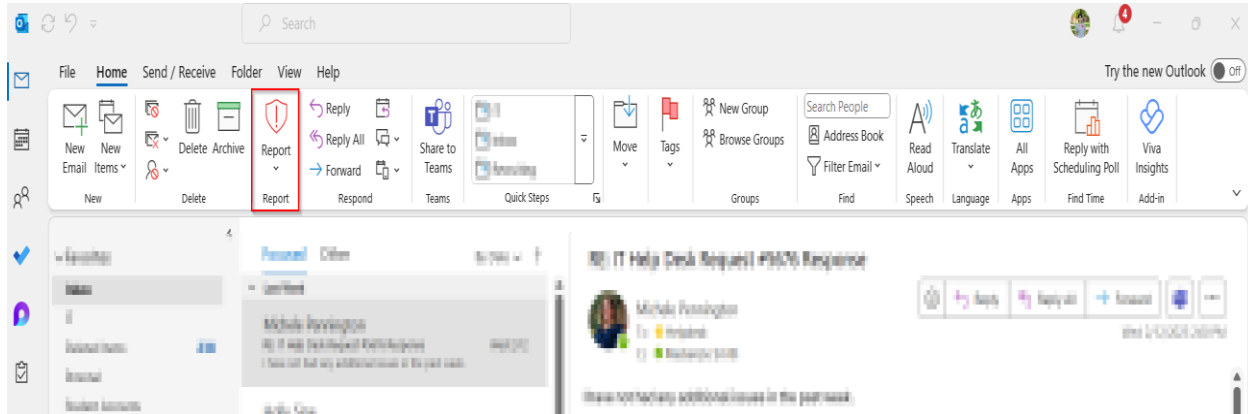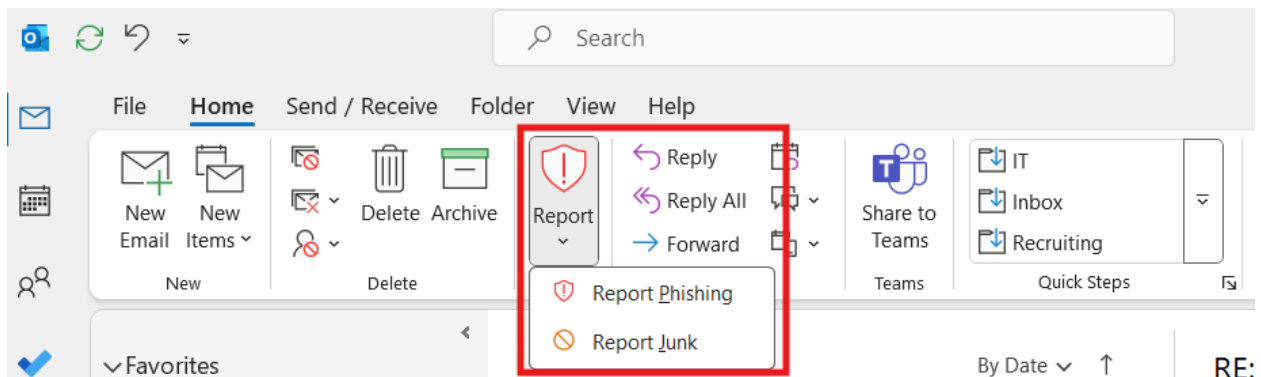# How to Report a Message in Outlook

Outlook for Desktop (Old)

1. In Outlook, while you have the message you would like to report open, click the "Report Message" button in the ribbon.
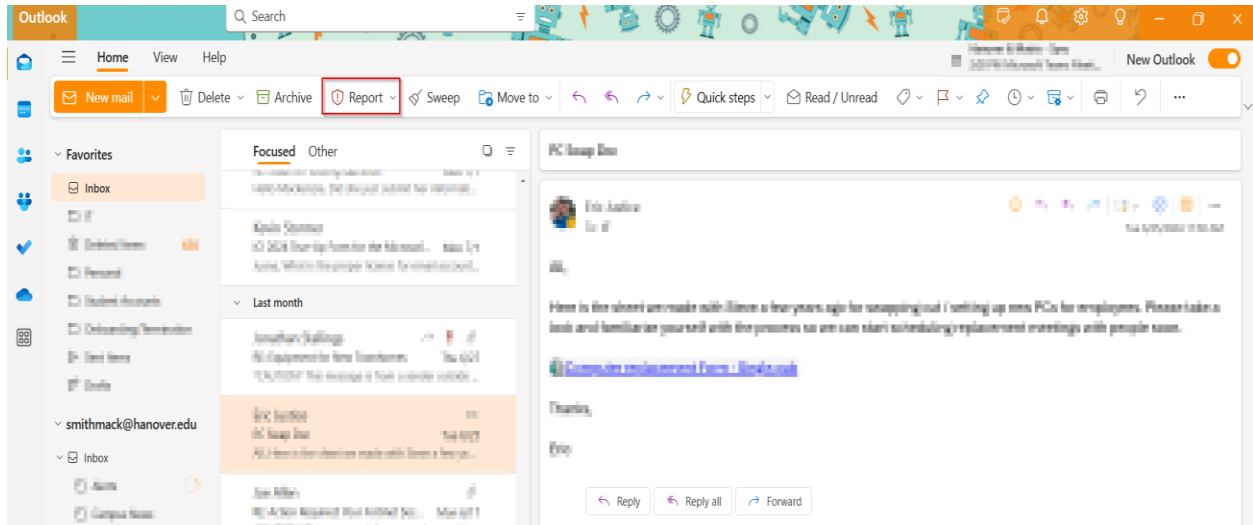

2. Choose whether to report the message as "Junk" or "Phishing". If the unknown or untrusted sender is attempting to gain access to personal or sensitive information, we would classify this as phishing.

Outlook for Desktop (New) or Outlook Web Version

1. In Outlook, while you have the message you would like to report open, click the "Report Message" button in the ribbon.

2. Choose whether to report the message as "Junk" or "Phishing". If the unknown or untrusted sender is attempting to gain access to personal or sensitive information, we would classify this as phishing.