ADDITIONAL ADD-IN FOR OUTLOOK

1. The *Report Message Add-in* will automatically be installed on all centrally managed devices. If it hasn't been installed by the end of March you can log a request at the IT Service Desk.

2. The *Add-in* icon will display on the righthand side of your Outlook menu and will display as follows:
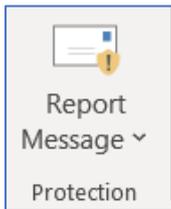
    NB! It will only display when a message is opened or the Reading Pane is activated.

3. When the icon is available your choices will be applied for the particular message (and hopefully for similar messages)

4. When you click on the icon the following option will appear:
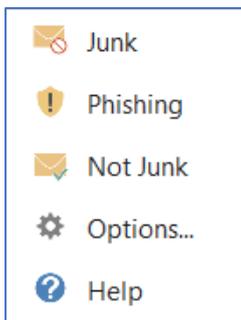
    The top 3 options (Junk, Phishing and Not Junk) can be used to classify the email message and if the email message in the Junk Mail Folder is marked as "Not Junk", the message will be moved back to the Inbox.

    Once the email message has been classified, the following pop-up will appear where you will be asked if the message should be sent to Microsoft in order for them to improve their detection technologies.
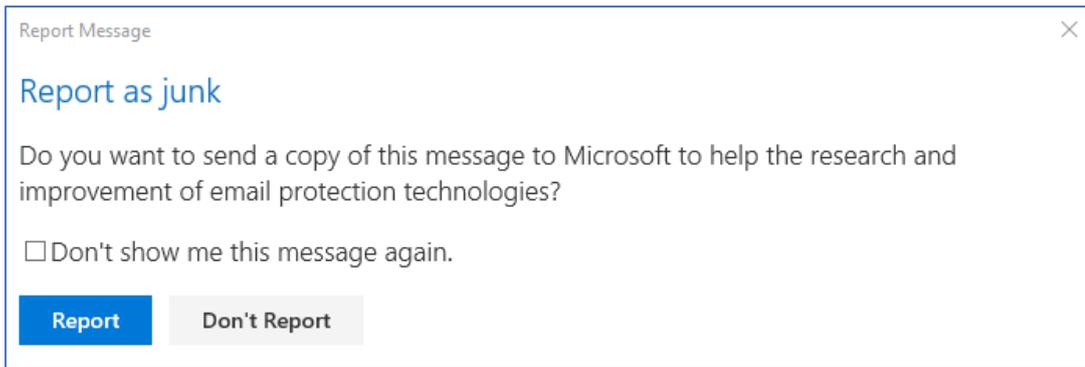
5. The Options menu allows the user to customize the sending of the reports:
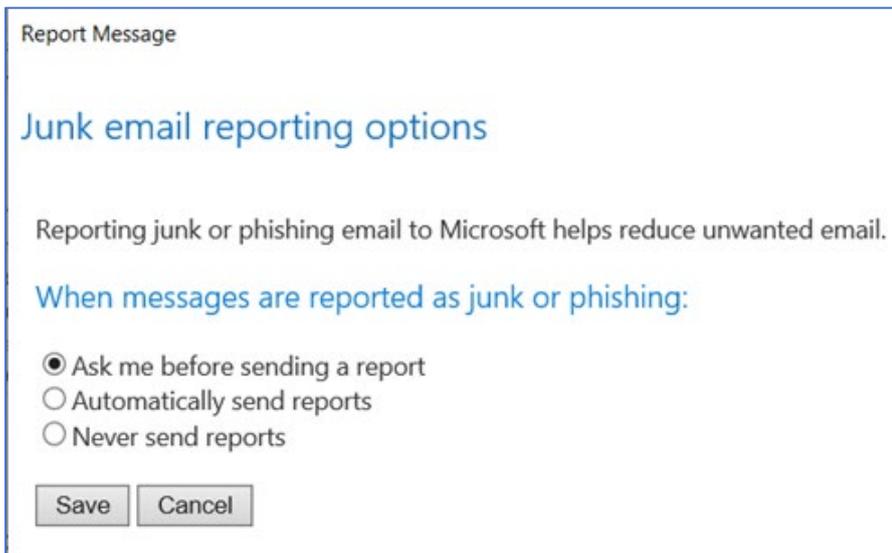
IF THE ADD-IN DOES NOT REFLECT IN YOUR OUTLOOK AT ALL, USE THE STEPS BELOW TO INSTALL IT MANUALLY:

1. Go to the following webpage: [Microsoft Office 365 security | Enable the report message add-in](#)

2. Once you are on the webpage, scroll down to the **Get the Report Message add-in for yourself.** Click on **Report Message add-i"** and **GET IT NOW.**

Get the Report Message add-in for yourself 🔗

1. In Microsoft AppSource, search for the Report Message add-in.

2. Choose **GET IT NOW**.

Apps > **Report Message**

GET IT NOW

3. Select **Continue**.

One more thing ...

Report Message
By Microsoft Corporation

I agree that Microsoft may share contact, usage, and transactional information for support, billing, and other transactional activities. I agree to the provider's terms of use and privacy policy and understand that the rights to use this product do not come from Microsoft, unless Microsoft is the provider. Use of AppSource is governed by separate terms and privacy.

You're signed in

Continue

4. You will then get a the following notification:

Apps > Report Message > Launch
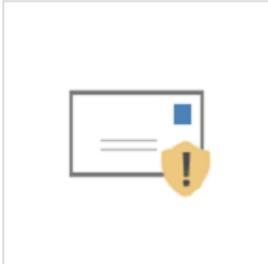
Report Message
Microsoft Corporation

✅ Successfully added to your account