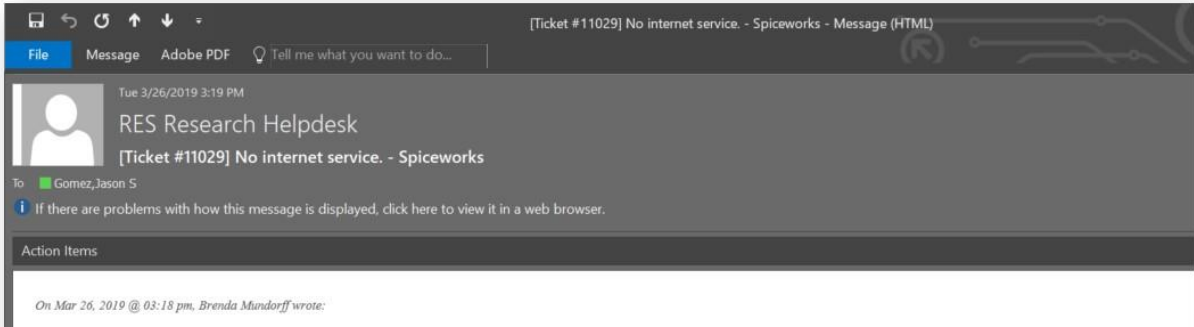
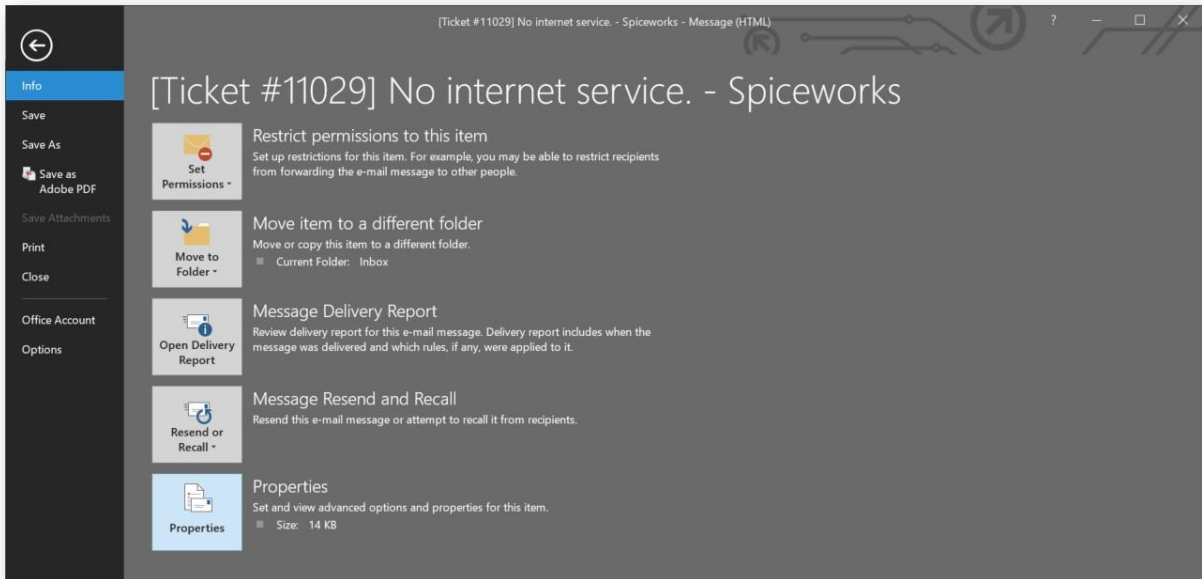


# How to forward suspicious emails to [abuse@ufl.edu](mailto:abuse@ufl.edu)

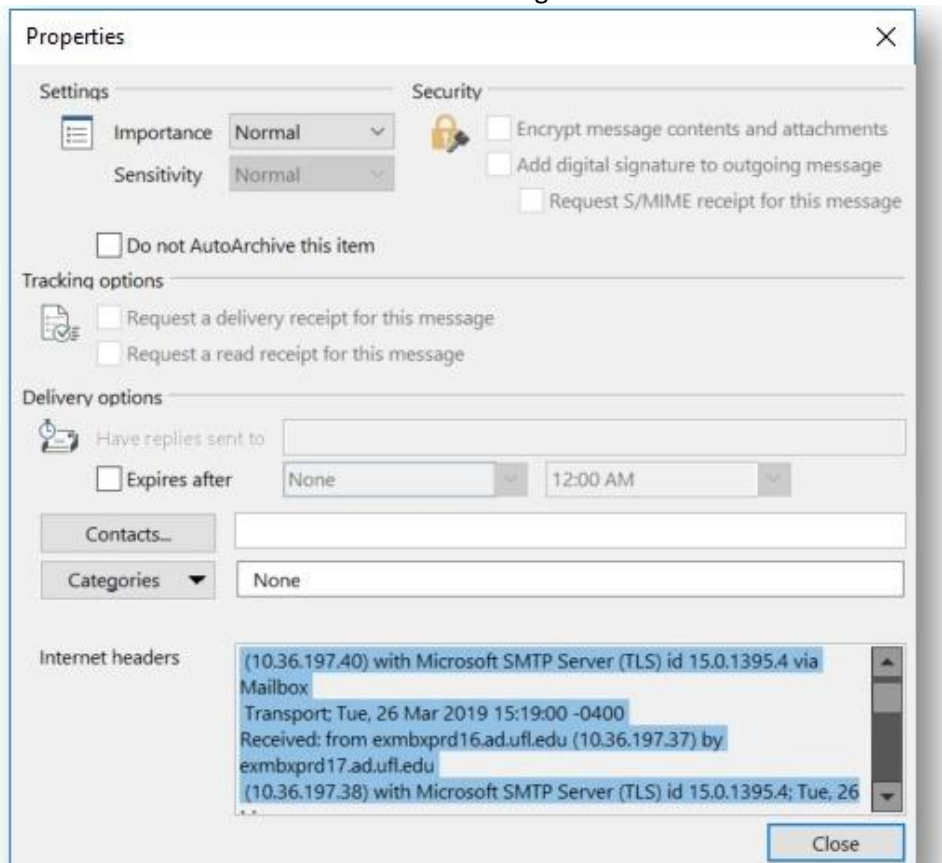
1. Double click email from Outlook Inbox to open email in own window (DO NOT CLICK THE LINK)
2. Click the File Tab in the upper left within the popup window



3. Click Properties toward the bottom



4. Click inside "Internet Headers" text area toward the bottom right



## How to forward suspicious emails to [abuse@ufl.edu](mailto:abuse@ufl.edu)

5. Select All (Ctrl Key + A)
6. Copy (Ctrl Key + C)
7. Forward the suspicious email to [abuse@ufl.edu](mailto:abuse@ufl.edu) and Paste contents of Internet Headers (Ctrl Key + V) in the body of the forwarded email

### In the event a user clicks a suspicious link, please follow the steps below:

1. Immediately change your Gatorlink Password @ <https://account.it.ufl.edu/>
  - a. Change any other passwords you may have entered into the phony site
2. Report this to [helpdesk@research.ufl.edu](mailto:helpdesk@research.ufl.edu) for next steps

### Additional information on phishing:

- <https://security.ufl.edu/learn-information-security/protect-yourself/email/id-theft-scams/phishing-email/>
- <https://ssd.eff.org/en/module/how-avoid-phishing-attacks>

### Information on 2FA:

- <https://it.ufl.edu/2fa/>
- <https://www.eff.org/deeplinks/2017/09/guide-common-types-two-factor-authentication-web>