

When you receive an email that seems unusual:

Step 1: Roll over links and look carefully at the sender of the email (it often looks correct until you put your mouse on and see where it will really go)

For example:

FROM: lahouse.ufl.edu@my.com

Normal: lahouse@ufl.edu

Step 2: If the email address is not the correct address, please report as SPAM using the following procedure:

- a. Double-click an email message to open it outside of the Reading Pane.
- b. If you are using Outlook:
 1. Click File > Properties.
 2. Click in the Internet Headers
 3. Click [CTRL] + [A] keys to select the entire header information
 4. Click [CTRL] + [C] keys to copy header information
 5. [CLOSE] properties box
 6. Forward email to abuse@ufl.edu with the information pasted ([CTRL] + [V]) in the email
- c. If you are using Webmail:
 1. Click the three dots in the top right of the mail
 2. Go to View Message Details
 3. Click [CTRL] + [A] keys to select the entire header information
 4. Click [CTRL] + [C] keys to copy header information
 5. Close box
 6. Forward email to abuse@ufl.edu with the information pasted ([CTRL] + [V]) in the email

Go to [Reporting Email Abuse at UF](#) for more email client options.

<https://security.ufl.edu/learn-information-security/protect-yourself/email/reporting-email-abuse-at-uf/>