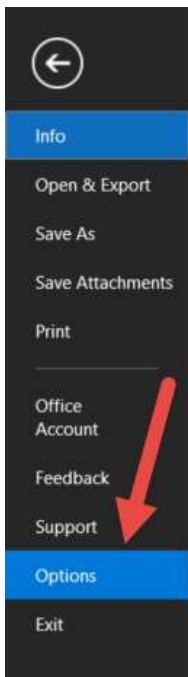


## Report as Phishing Button is missing in Outlook

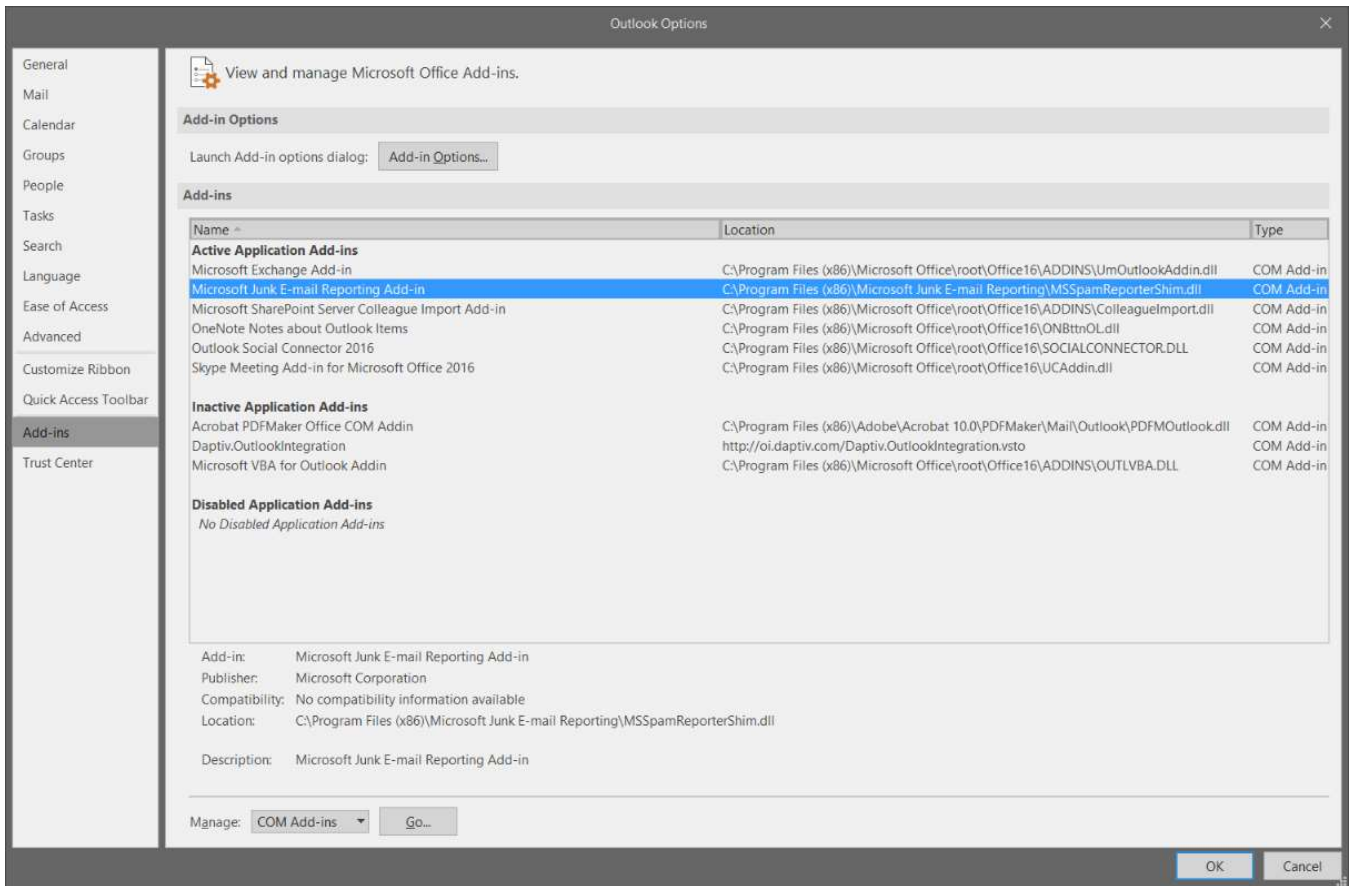
In Outlook, go to **File – Options**



When the window appears **Click Add-ins** in the left-hand column.



You will then see three sections “Active Application Add-ins,” “Inactive Application Add-ins,” and “Disabled Application Add-ins.” The Add-in you are looking for is “Microsoft Junk Email Reporting Add-in”



**If the “Microsoft Junk Email Reporting Add-in” is under Active** like the screenshot above, and you still don’t have the button in Outlook, please contact the Service Desk via [Live Chat](#) on helpme.cancer.org.

**If the “Microsoft Junk Email Reporting Add-in” is under Inactive**, then make sure “COM Add-ins” is in the Manage box at the bottom of the window (like seen above) and Click Go. Click next to “Microsoft Junk Email Reporting Add-in” to add a checkmark. Click OK. Close and Relaunch Outlook. If you do not have the option to “Report as Phishing,” please contact the Service Desk via [Live Chat](#) on helpme.cancer.org.

**If the “Microsoft Junk Email Reporting Add-in” is under Disabled**, then click the drop-down menu next to “Manage” at the bottom and select “Disabled Item” and Click Go. Select Microsoft Junk E-mail Reporting Add-in and then Click Enable. Close and Relaunch Outlook. If you do not have the option to “Report as Phishing,” please contact the Service Desk via [Live Chat](#) on helpme.cancer.org.

**If you have any questions regarding these steps or are unsuccessful in performing them, please contact the Service Desk via [Live Chat](#) on helpme.cancer.org.**