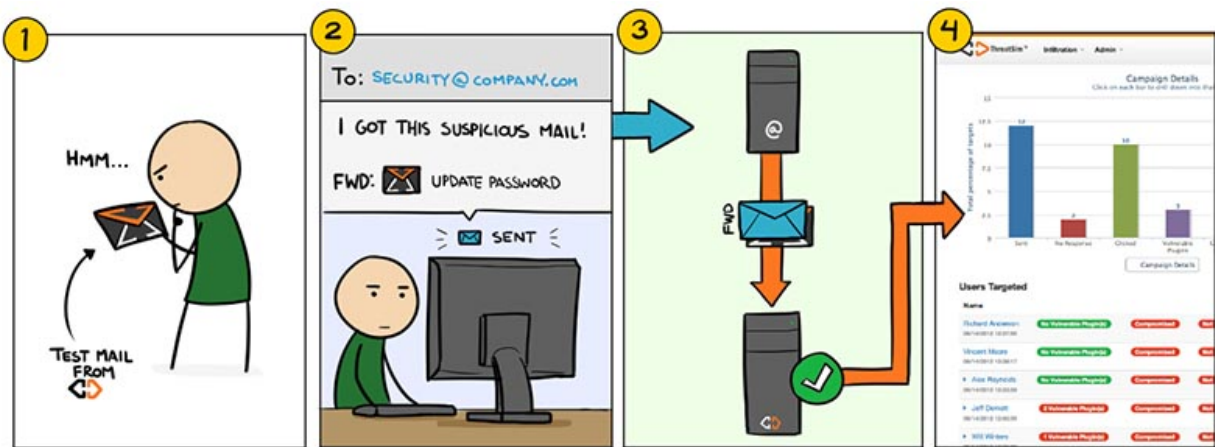


## Overview

This document will provide you with guidance on how to make use of the “Reported” metric within your Phishing Campaigns. To use this feature, a User must forward a recently sent phishing campaign email to [reports@phishbucket.com](mailto:reports@phishbucket.com). Once forwarded, the user that was targeted with that email will show as “Reported”.

To better explain the process see this step-by-step guide:



1. Your target user notices something phishy about the email.
2. The target user forwards the suspicious email to your security group’s predetermined “reported” email address. **Email must be sent/forwarded in native HTML format, not Plain Text.**
3. You, the Phishing administrator, create a rule in Outlook or on your mail server, ticketing system, etc. that automatically forwards these emails individually to [reports@phishbucket.com](mailto:reports@phishbucket.com). This can be completely automated if you create a rule that searches for any of our Phishing Domains located within the Whitelist Guide or keywords you used in your campaign. **Email must be sent/forwarded in native HTML format, not Plain Text.**
4. Once forwarded to [reports@phishbucket.com](mailto:reports@phishbucket.com), results appear in your Campaign Overview and Target Users tabs as well as dashboard.