

Outlook

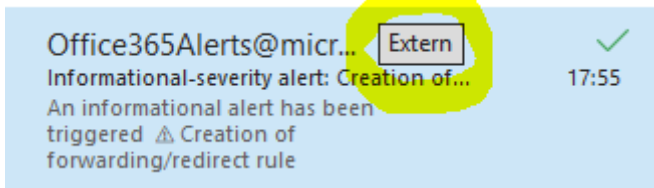
- [Marking External E-mails](#)
- [Report Phishing and Junk](#)
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Marking External E-mails

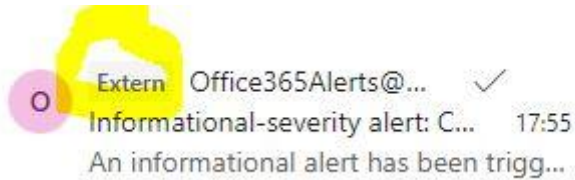
Outlook can mark emails from external sources with a note to make it easier to recognise spam and phishing threats.

It will look like this:

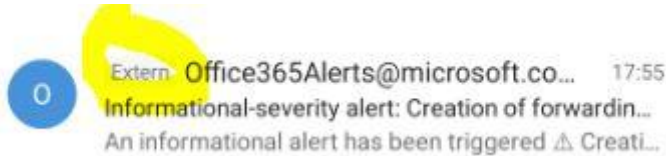
- **Outlook for Windows**



- **Outlook on the Web**



- **Android**



However, please do not rely completely on this labelling. For one thing, the technology can also make mistakes and it is always possible to take over a colleague's account.

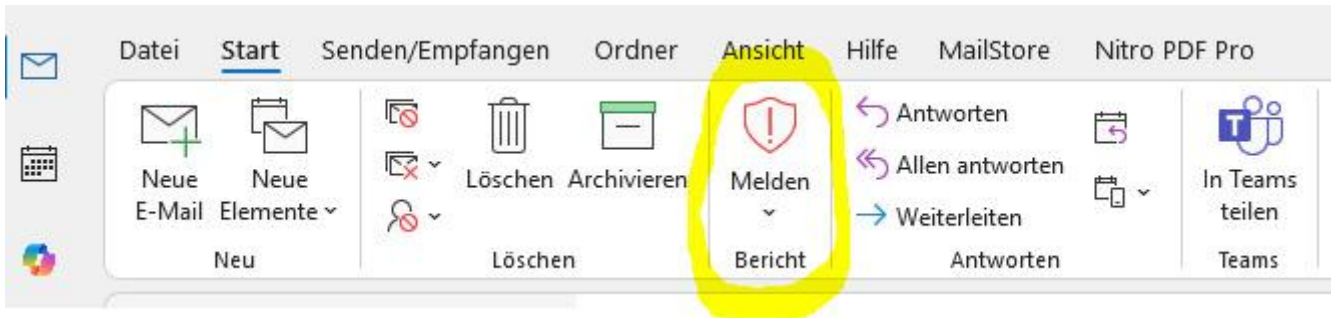
If you would like this labelling, please contact us.

Report Phishing and Junk

Please inform us about phishing or junk.

This is how it works:

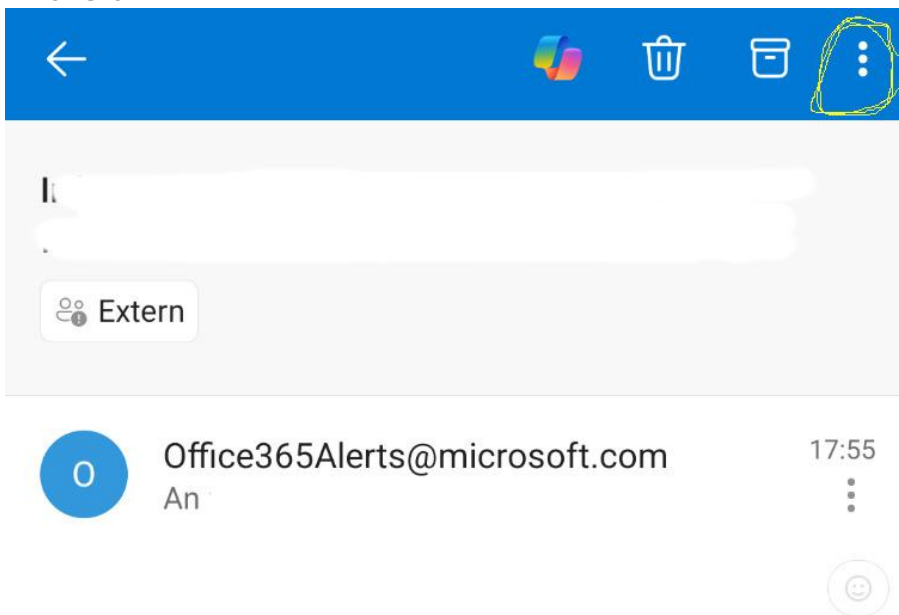
- **Outlook for Windows**



- **Outlook on the Web**



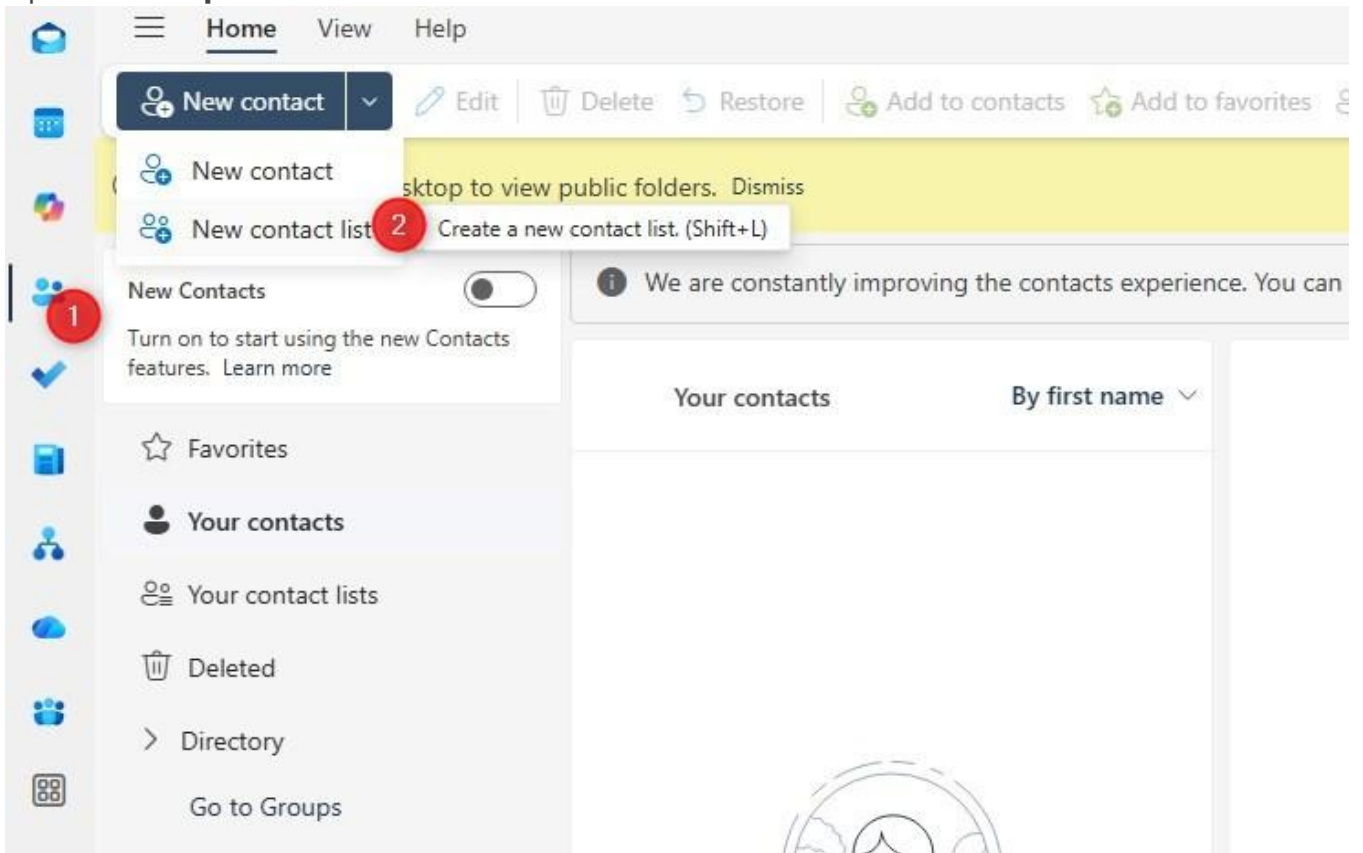
- **Android**



Important: If there is a targeted attack, please also inform us by telephone and e-mail. Targeted cases include, for example, addressing someone by their real name, referring to colleagues or special knowledge (e.g. from a post on social media, studying the homepage or an overheard conversation).

Create Contact List

- Open the **People** tab and click on **New contact list**.



- Now you can give a name, add email addresses and an optional description.

New contact list

Create a list of email addresses to send email to many people at a time.

Note: The email addresses in a contact list are not connected to your saved contacts.



Contact list name

Team

1

Add email addresses

Type a name or an email address

Add

2

colleague1@company.com
colleague1@company.com

colleague2@company.com
colleague2@company.com

colleague3@company.com
colleague3@company.com

colleague4@company.com
colleague4@company.com

colleague5@company.com
colleague5@company.com

Description

Team

3

Create

Discard

- After clicking on **Create**, you may use this contact list for sending emails or inviting them to appointments.
- A popular use case is a list with the colleagues you often work with so you can email them easily or add them to calendar invitations.