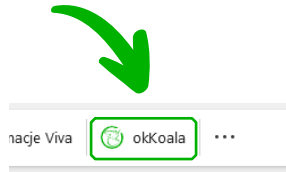


# See how easy it is to check if your message is safe!

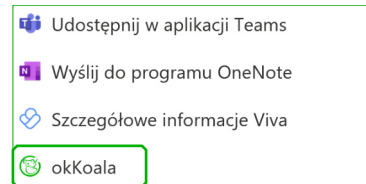
# 1

## Open the okkoala plugin

You can find it on the bar in outlook




or in a browser window by clicking on the message



# 2

## Rate the message according to the questions - Yes / No

 okkoala ✕

**Check the e-mail:**

Recognize the sender?  
[o365mc@microsoft.com](mailto:o365mc@microsoft.com)

Do the links you found look suspicious?  
[admin.exchange.microsoft.com](http://admin.exchange.microsoft.com)  
[docs.microsoft.com](http://docs.microsoft.com)  
[admin.microsoft.com](http://admin.microsoft.com)  
[go.microsoft.com](http://go.microsoft.com)

Contains misspellings?

Exhorts to log in to what service?

Is this in response to your message?

You will see the exact address of the sender. Verify that you know who sent this message

Listed domains that the links in the email are trying to redirect you to

Supporting questions to help to make a clear assessment

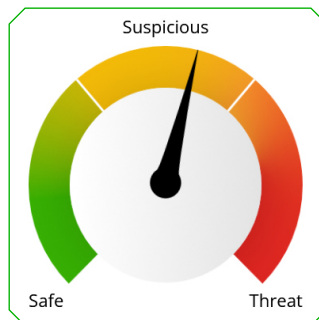
# 3

## Check the safety rating

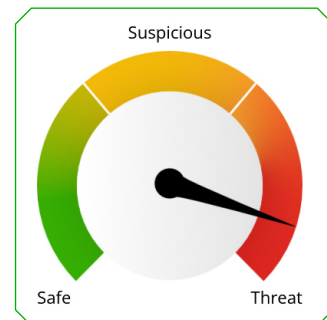
Green area - no sign of danger



Orange box - reasons do not allow to explicitly assess the security level of a message. Be careful!



Red field - the message has elements indicating a potential attack attempt. Immediately report such messages as dangerous!



### REMEMBER!

The plugin is an aid in the process of identifying dangerous messages, but never forget your own knowledge and experience when using mail.