isitphish.ai

GUIDE

HOW TO SAVE AN EMAIL FROM OUTLOOK.COM AS A FILE

Save one email to your computer so you can check it on isitphish.ai.

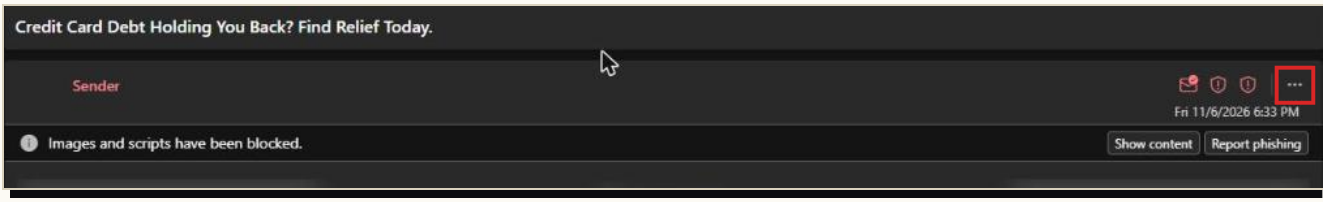
Use Outlook in a web browser on your computer, at outlook.live.com.

1 Open the email you want to check.



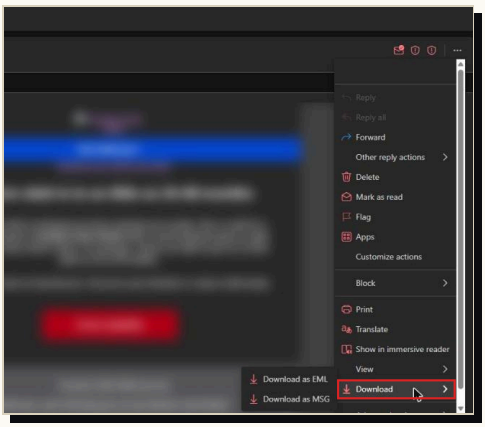
The email open in Outlook

2 Click the three dots at the top right of the email.



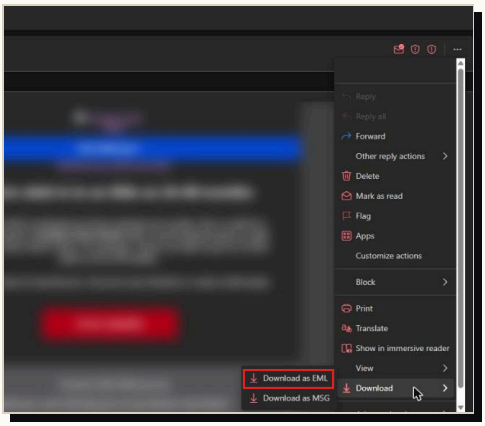
The three dots at the top right of the email

3 Scroll down the menu if needed, then click **Download**.



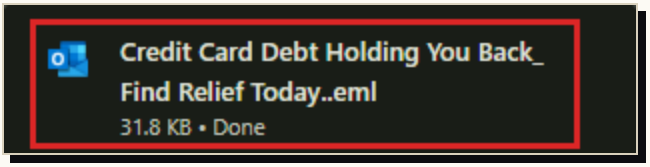
Download in the menu

4 Click **Download as EML.**



Download as EML in the side menu

5 Look for the saved file in your Downloads folder. It ends in .eml and is named after the email's subject.



The saved .eml file in the browser's download list

Saving a suspicious email as a file does not open it or anything inside it. Don't open or preview the saved file: upload it straight to isitphish.

6 Go to isitphish.ai/check and attach the file you saved.

LAST STEP: DELETE THE SAVED FILE

After isitphish shows your result, delete the saved email file and empty your Recycle Bin (Mac: Trash), so nobody opens it by accident later.

- Windows: right-click the file > Delete, then right-click Recycle Bin on the desktop > Empty Recycle Bin.
- Mac: drag the file to the Trash, then in Finder choose Finder > Empty Trash.

isitphish is a product of The Cyber Friend.
Automated checks and AI can make mistakes. Call the sender to confirm.