


Releasing Quarantined Email: Quarantine Portal

- Step 1: Browse to the [Microsoft Quarantine Portal](#) and sign in.
- Step 2: Select the Message(s) you would like to release.
- Step 3: Click the [Release Message](#) button.
- Step 4 (Optional): Select release message(s) and report as not junk

 Emails caught in quarantine run through multiple algorithms and tests to be flagged as Spam or Phishing. It is important to closely evaluate any email that gets caught in the filter before releasing it. Please [contact us](#) if you are unsure if an email is legitimate.

Step 1: Browse to the [Microsoft Quarantine Portal](#) and sign in.

The Quarantine Portal can be found here: <https://protection.office.com/?hash=/quarantine>. Please sign in with your UCCS email address and password.

Step 2: Select the Message(s) you would like to release.





The Quarantine Portal shows all of the messages that are currently quarantined. Click on the message(s) that you would like to release, so that the message is highlighted.


 All dates and times are in Universal Coordinated Time (UTC).

 To select multiple messages for release, you can hold down CTRL and click multiple messages or use the [CTRL + A] to select all

quarantine

Review items in your quarantine. You can release selected message(s) and, if incorrectly detected as junk (spam), you can also report as not junk.
Tip: To select multiple messages for release, you can hold down CTRL and click multiple messages or use the [CTRL + A] to select all.




SENDER	SUBJECT	RECEIVED	EXPIRES	
simpson@bellfs.com	From International Company	3/7/2017 8:49 AM	3/21/2017 5:00 PM	message status
digest@mktg.peerlyst.com	Search your name on 680 Million records from...	3/7/2017 7:02 AM	3/21/2017 5:00 PM	Type: Spam
admin24844@mail.com	Wall Street is Just One Click Away! ...	3/6/2017 3:57 PM	3/20/2017 5:00 PM	Expires: 3/21/2017 5:00 PM
notification+k9b7gnee3nx@virgilio.it	You have notifications pending	3/3/2017 4:14 PM	3/17/2017 5:00 PM	Released to:
dealalerts@slickdeals.net	 Slickdeals' Best Fire Deals: Amex Offer: Spe...	3/1/2017 9:48 PM	3/16/2017 5:00 PM	Not yet released to: @uccs.edu
admin24844@mail.com	Win a 15,000 Scholarship	3/1/2017 2:57 PM	3/15/2017 5:00 PM	
jsherman@sequisgroup.com	Malware Isn't Magic Lunch and Learn Event	3/1/2017 11:56 AM	3/15/2017 5:00 PM	message details
jsherman@sequisgroup.com	Malware Isn't Magic Lunch and Learn Event	3/1/2017 11:08 AM	3/15/2017 5:00 PM	Message ID: <588F23EC.2030808@bellfs.com>
sales@vistaitgroup.com	Full HPE Blade Systems - Up to 76% off Vista ...	3/1/2017 8:01 AM	3/15/2017 5:00 PM	Sender: simpson@bellfs.com
				Subject: From International Company
				Received: 3/7/2017 8:49 AM
				Size: 21 KB
				View message header...
				Preview email message...

Step 3: Click the **Release Message** button.

When you click the **Release Message** button, you will have the choice to only **Release the selected message(s)** or to **release message(s) and report as not junk**. Select the second option if you know that this sender is legitimate and you expect to receive messages from them in the future.

quarantine

Review items in your quarantine. You can release selected message(s) and, if incorrectly detected as junk (spam), you can also report as not junk.
Tip: To select multiple messages for release, you can hold down CTRL and click multiple messages or use the [CTRL + A] to select all.

SENT	RECEIVED	EXPIRES	
Release selected message(s)... Release message(s) and report as not junk...	SUBJECT From International Company	3/7/2017 8:49 AM 3/21/2017 5:00 PM	message status Type: Spam Expires: 3/21/2017 5:00 PM Released to: Not yet released to: @uccs.edu
digest@mktg.peerlyst.com	Search your name on 680 Million records from...	3/7/2017 7:02 AM	3/21/2017 5:00 PM
admin24844@mail.com	Wall Street is Just One Click Away!	3/6/2017 3:57 PM	3/20/2017 5:00 PM
notification+k9b7gnee3nx@virgilio.it	You have notifications pending	3/3/2017 4:14 PM	3/17/2017 5:00 PM
dealalerts@slickdeals.net	Slickdeals' Best Fire Deals: Amex Offer: Spe...	3/1/2017 9:48 PM	3/16/2017 5:00 PM
admin24844@mail.com	Win a 15,000 Scholarship	3/1/2017 2:57 PM	3/15/2017 5:00 PM
jsherman@sequisgroup.com	Malware Isn't Magic Lunch and Learn Event	3/1/2017 11:56 AM	3/15/2017 5:00 PM
jsherman@sequisgroup.com	Malware Isn't Magic Lunch and Learn Event	3/1/2017 11:08 AM	3/15/2017 5:00 PM
sales@vistaitgroup.com	Full HPE Blade Systems - Up to 76% off Vista ...	3/1/2017 8:01 AM	3/15/2017 5:00 PM

message details
 Message ID: <588F23EC.2030808@bellfs.com>
 Sender: simpson@bellfs.com
 Subject: From International Company
 Received: 3/7/2017 8:49 AM
 Size: 21 KB
[View message header...](#)
[Preview email message...](#)

Step 4 (Optional): Select release message(s) and report as not junk

If this option is selected, you will be prompted with the following warning:


Warning

Are you sure you want to release the selected message(s) to your inbox and report to Microsoft as not junk?

Tip: You can add the sender(s) of the selected message(s) to your safe senders list in Outlook or Outlook Web App. Depending on the settings configured by your administrator, this will let you receive future messages from the sender(s) in your inbox. For more information, contact your email admin.

After you select **Yes** you will see a progress bar and a prompt to close the window.

Selected message(s) release and reporting completed.



You've completed the operation.