How to Manage Quarantined Emails
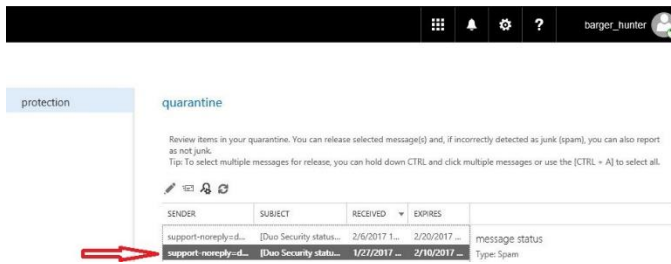
1. Open a web browser and go to https://admin.protection.outlook.com/quarantine.

2. Enter your full ASD email address and type Tab.
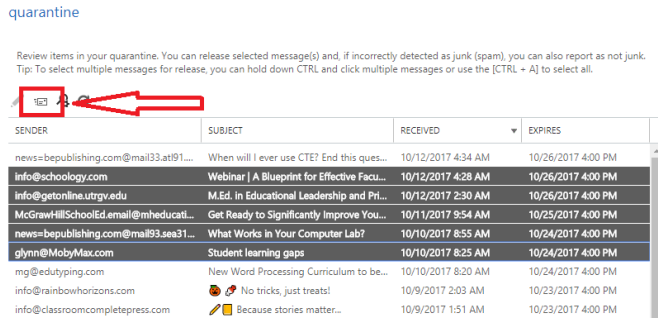   (ex. Lastname_Firstname@asdk12.org)
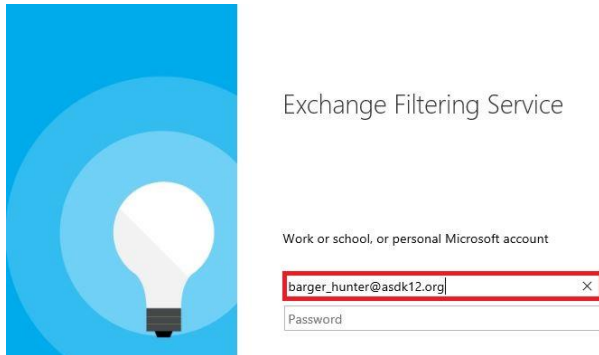
3. Sign in to the ASD page with your email credentials. (ex. Lastname_Firstname and Email password.)
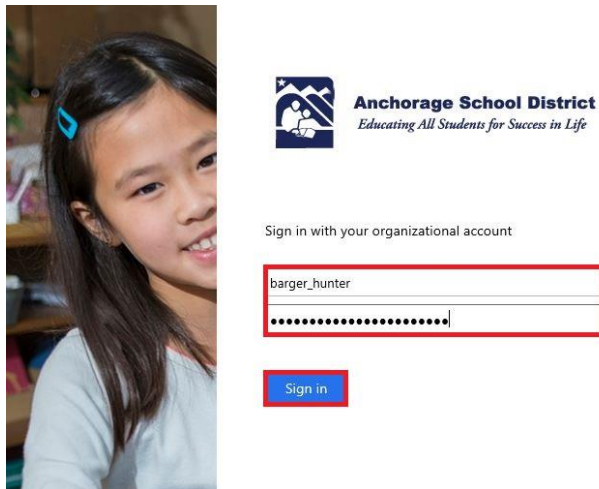
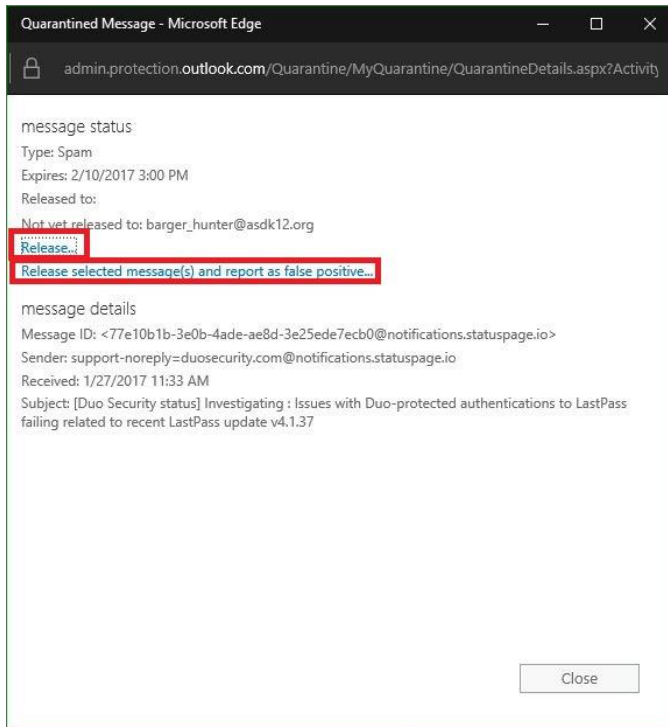4. The page will show all emails that were quarantined by ASD filter.

5. Select the message (messages) and choose the "Release Message" button.

6. Choose the Release method:
   a. To release the email one time, click "Release".

   b. To release the email and receive all future emails from that sender, click "Release message and report it as a false positive…"

7. Click "OK". The message has now been sent to the inbox.