How to Manage Quarantined Emails

- 1. Open a web browser and go to https://admin.protection.outlook.com/quarantine.
- Enter your full ASD email address and type Tab. (ex. <u>Lastname_Firstname@asdk12.org</u>)

Exchange Filtering Service
Work or school, or personal Microsoft account
barger_hunter@asdk12.org X Password

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.

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	
news=bepublishing.com@mail33.atl91	When will I ever use CTE? End this ques	10/12/2017 4:34 AM	10/26/2017 4:00 PM	
info@schoology.com	Webinar A Blueprint for Effective Facu	10/12/2017 4:28 AM	10/26/2017 4:00 PM	
info@getonline.utrgv.edu	M.Ed. in Educational Leadership and Pri	10/12/2017 2:30 AM	10/26/2017 4:00 PM	
McGrawHillSchoolEd.email@mheducati	Get Ready to Significantly Improve You	10/11/2017 9:54 AM	10/25/2017 4:00 PM	
news=bepublishing.com@mail93.sea31	What Works in Your Computer Lab?	10/10/2017 8:55 AM	10/24/2017 4:00 PM	
glynn@MobyMax.com	Student learning gaps	10/10/2017 8:25 AM	10/24/2017 4:00 PM	
mg@edutyping.com	New Word Processing Curriculum to be	10/10/2017 8:20 AM	10/24/2017 4:00 PM	
info@rainbowhorizons.com	🗟 🤣 No tricks, just treats!	10/9/2017 2:03 AM	10/23/2017 4:00 PM	
info@classroomcompletepress.com		10/9/2017 1:51 AM	10/23/2017 4:00 PM	

- 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.

