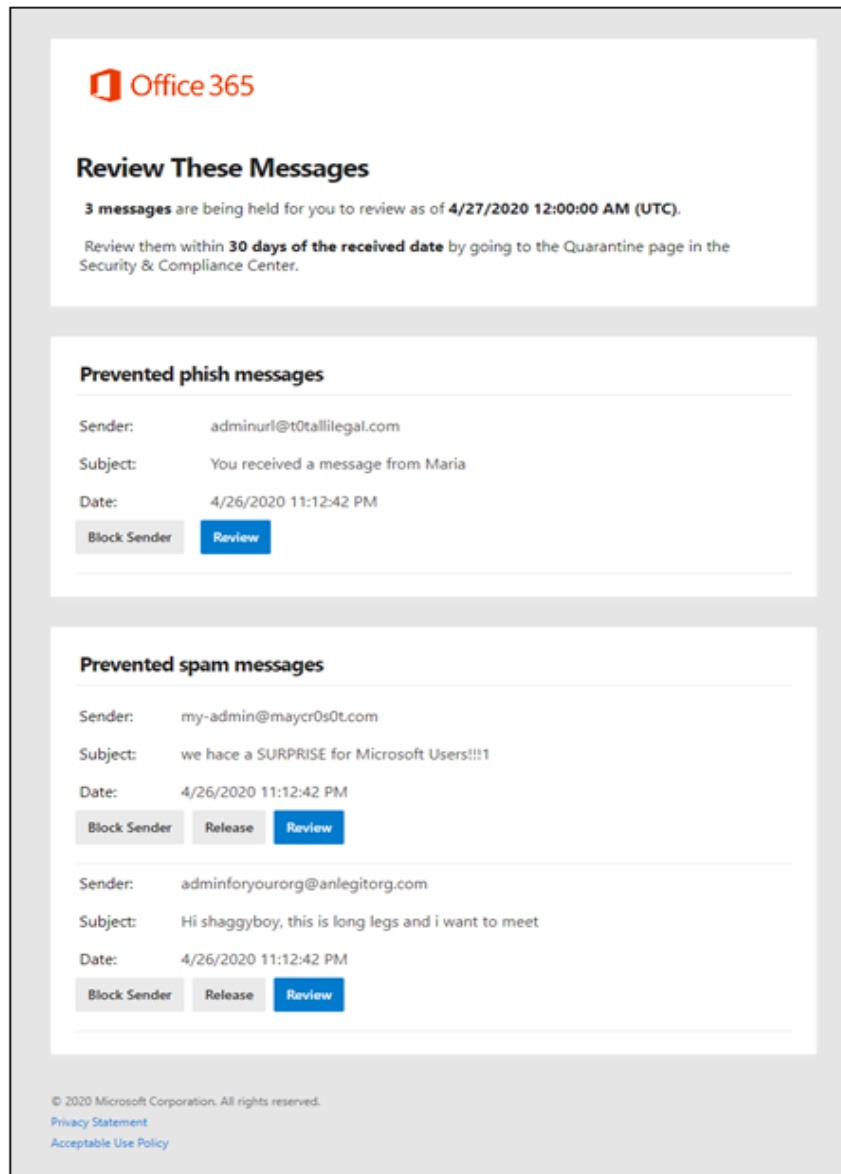


## Quarantined Email Notifications

Once a day, you will receive an email quarantine notification via email. If no emails were quarantined, you will not receive this notification

The image below displays a Microsoft 365 quarantine notification email.



A quarantine notification email contains the following information for each quarantined message:

- **Sender:** The sender email address of the quarantined message.
- **Subject:** The subject line text of the quarantined messages

- **Date:** The date and time (in UTC) that the message was quarantined.
- **Block Sender:** Click this link to add the sender to your Blocked Senders list.
- **Release:** For spam (not phishing) messages, you can release the message
- **Review:** Click this link to go to Quarantine in the Security & Compliance Center, where you can (depending on why the message was quarantined) view, release, delete or report your quarantined messages.

## Email Quarantine Folder

The quarantine folder holds potentially dangerous or unwanted email messages. You can view, release, and delete quarantined messages where you are a recipient, and the message was quarantined as spam or bulk email.

To view emails in the quarantine folder: <https://protection.office.com/quarantine>

The following actions can be taken on quarantined email:

- Release message – Releases one or multiple selected emails
- View message header – Allows viewing of the email header for analysis
- Preview message – Allows email to be viewed in HTML with all links disabled or in plain text
- Download message – Allows a copy of the email to be downloaded to the local computer
- Remove from quarantine – Deletes a single or multiple selected emails from quarantine

If you have any issues with the email notification email or the email quarantine folder, please contact the helpdesk:

- Phone: 254-968-9885 opt: #1
- Email: [helpdesk@tarleton.edu](mailto:helpdesk@tarleton.edu)
- Web: <https://Helpdesk.tarleton.edu>