

# University of the Incarnate Word

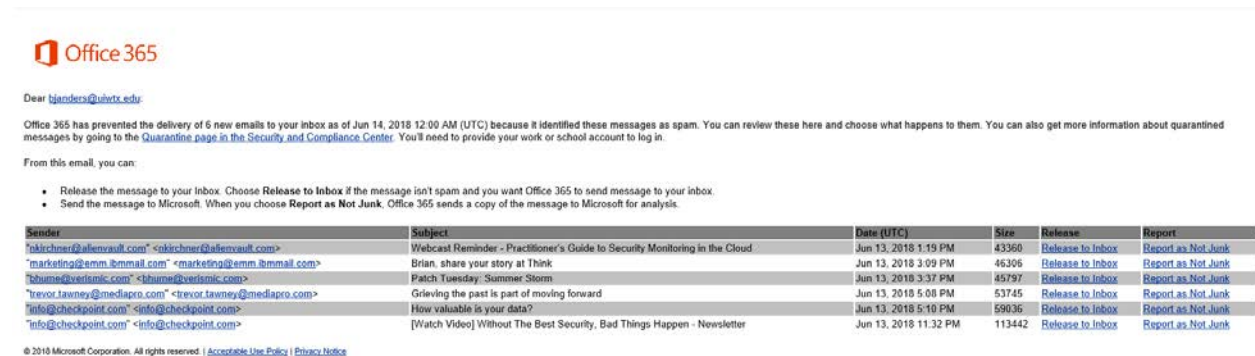
## Information Resources Division

### How-To Document

## Understanding the Office 365 Quarantine Digest

The Office 365 spam quarantine system replaces the 'Junk Mail' function in your email account. To provide a simple, daily view of quarantined email, the University has implemented a spam notification digest. This digest gives each user a daily, one-screen view of all emails that were quarantined for that user in the last 24 hours.

This email is sent from [quarantine@messaging.microsoft.com](mailto:quarantine@messaging.microsoft.com) and looks like the example below:



Dear [henders@uiwtx.edu](mailto:henders@uiwtx.edu):

Office 365 has prevented the delivery of 6 new emails to your inbox as of Jun 14, 2018 12:00 AM (UTC) because it identified these messages as spam. You can review these here and choose what happens to them. You can also get more information about quarantined messages by going to the [Quarantine page in the Security and Compliance Center](#). You'll need to provide your work or school account to log in.

From this email, you can:

- Release the message to your inbox. Choose **Release to Inbox** if the message isn't spam and you want Office 365 to send message to your inbox.
- Send the message to Microsoft. When you choose **Report as Not Junk**, Office 365 sends a copy of the message to Microsoft for analysis.

Sender	Subject	Date (UTC)	Size	Release	Report
"nikschmer@afemvaull.com" <nikschmer@afemvaull.com>	Webcast Reminder - Practitioner's Guide to Security Monitoring in the Cloud	Jun 13, 2018 1:19 PM	43360	<a href="#">Release to Inbox</a>	<a href="#">Report as Not Junk</a>
"marketing@emm.8mmail.com" <marketing@emm.8mmail.com>	Brian, share your story at Think	Jun 13, 2018 3:09 PM	46306	<a href="#">Release to Inbox</a>	<a href="#">Report as Not Junk</a>
"bhamma@vestimic.com" <bhamma@vestimic.com>	Patric Tuesday, Summer Storm	Jun 13, 2018 3:37 PM	48797	<a href="#">Release to Inbox</a>	<a href="#">Report as Not Junk</a>
"trevor.lawney@mediapro.com" <trevor.lawney@mediapro.com>	Growing the past is part of moving forward	Jun 13, 2018 5:08 PM	53745	<a href="#">Release to Inbox</a>	<a href="#">Report as Not Junk</a>
"info@checkpoint.com" <info@checkpoint.com>	How valuable is your data?	Jun 13, 2018 5:10 PM	59036	<a href="#">Release to Inbox</a>	<a href="#">Report as Not Junk</a>
"info@checkpoint.com" <info@checkpoint.com>	[Watch Video] Without The Best Security, Bad Things Happen - Newsletter	Jun 13, 2018 11:32 PM	113442	<a href="#">Release to Inbox</a>	<a href="#">Report as Not Junk</a>

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Each quarantined item is listed, showing the sender, subject, date, and options for the disposition of each email. The two options for message disposition are as follows:

**Release to Inbox** - Send the message to your inbox, where you can view it.

**Report as Not Junk** - Send a copy of the message to Microsoft for analysis. Microsoft may or may not determine it is not junk. **\*This option does not release the message to your inbox nor does it immediately prevent similar messages from going to your quarantine.\***

Related How-Tos:

To check the contents of your quarantine any time, without waiting for the digest email, read the 'Viewing the Office 365 Quarantine' how-to on the IRD FAQ website.

To modify your 'Safe Senders' list to prevent senders from being quarantined, read the 'Prevent Senders from Being Quarantined' how-to on the IRD FAQ website.