

## How to manage your quarantined messages.

1. To open your quarantined messages go to <https://protection.office.com/quarantine>, and sign in with your ULM credentials.
2. You are now in the Security and Compliance Center.
  - a. Go to Threat Management > Review > Quarantine.

3. Under "View Quarantined",

5. You also have these available filters:

es by when they will expire from quarantine:

- i. Today
- ii. Next 2 days
- iii. Next 7 days
- b. Custom: Enter a Start date and End date.
- c. Received time

6. Take action on quarantined email.
  - a. After you select a message, you have options for what to do with the messages in the Details pane:
  - b. Release message: In the pane that appears, choose whether to Report messages to Microsoft for analysis. This is the default selection and reports the incorrectly quarantined message to Microsoft as a false positive. When you are finished, click Release messages.
  - c. Preview message: In the pane that appears, choose one of the following options:
    - i. Source view: Shows the HTML version of the message body with all links disabled.
    - ii. Text view