

Hello -

Beginning **ENTER DATE**, you will start to see a quarantine summary e-mail in your inbox originating from release-ctrl@e1b.org. This summary will show a list of all e-mails sent to you that were marked as spam for your review. You will be able to release the message to your inbox, delete message, or do nothing and the system will clean anything older than 21 days. System administration prefers if you do not delete messages but instead let the system auto clean them out of your quarantine email-box after 21 days.

Here is an example:

 release-ctrl@wnyric.org | 5/24/2021
Quarantine Summary: [3 message(s) quarantined from Fri, 21 May 2021 15:00:00 -0400 to Mon, 24 May 2021 07:00:00 -0400]
Retention Policy Purge Mailbox (1 year, 6 months) Expires 11/23/2022
 If there are problems with how this message is displayed, click here to view it in a web browser.

***** This email originated from outside of the organization. Use caution when replying, opening attachment(s), and/or clicking on URL's. *****



Quarantine Summary

Date	From	Subject	Web Actions
Mon, 24 May 2021 05:36:30 - 0400	David < dparker@dcis.online >	Official DCIS Training	 
Mon, 24 May 2021 03:10:25 - 0400	Chris Burton < chris.burton@singaporepropertytrends.com >	How to get the best out of of LinkedIn - part 4	 
Sat, 22 May 2021 10:25:18 - 0400	Sharon - Learning Facilitator < info@upskilltraingo.com >	Re: [Ends Today]Training invitation for Monica Zablotny - limited slots available	 

Web Actions:

- Click on  link to send a http(s) request to have the message released to your inbox.
- Click on  link to send a http(s) request to delete the message from your quarantine.

Other:

To view your entire quarantine inbox or manage your preferences, [Click Here](#)

Clicking the green icon will release the e-mail and send it to your inbox.

Clicking the black trash can will delete it.

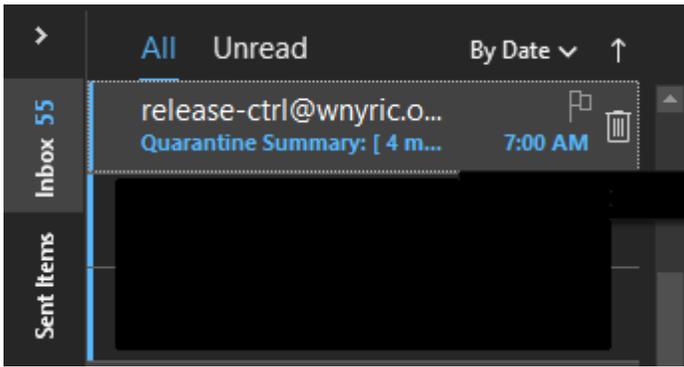
Note: The system will automatically remove any email in this inbox for 21 days, so you do not need to delete anything.

If you receive any questionable emails please send them to: submit@security.wnyric.org

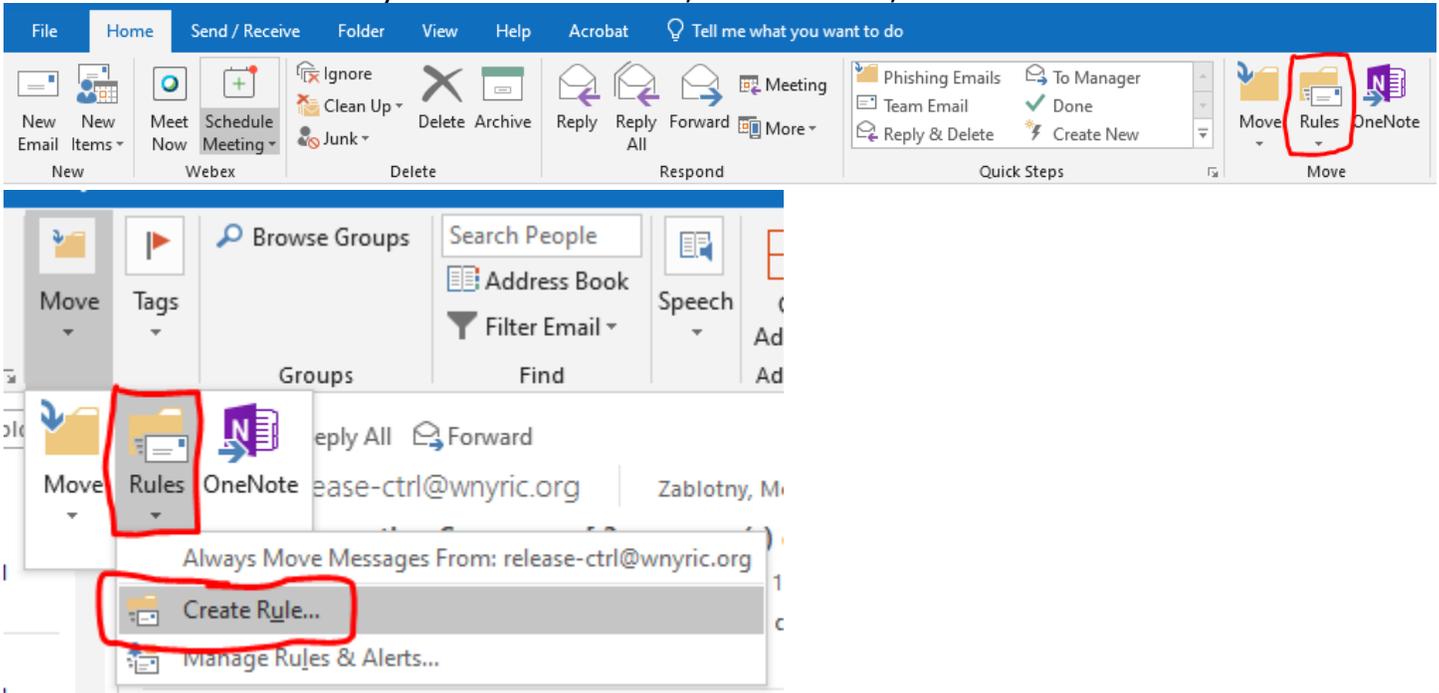
If you do not wish to receive the quarantine summary e-mail, please create a mail rule. To create a mail rule, follow the instructions below.

Click once on the message in your inbox so that it shows in the preview pane.

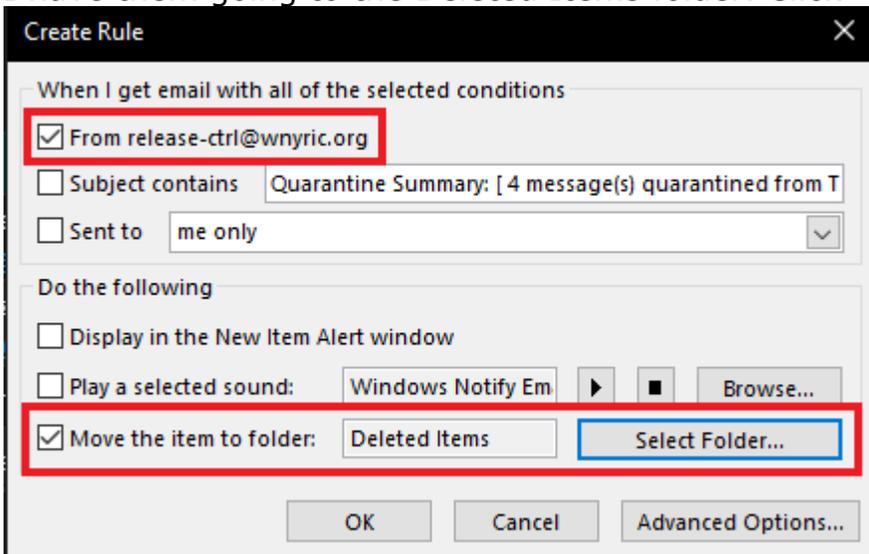
Note- Your inbox may look different from this.



Under the Home tab in your Outlook client, click "Rules," then click "Create Rule."



Tick the "From" checkbox and the "Move the item to folder" checkbox. Click the "Select Folder" button and choose the folder you would like the messages to go to. In this case, I have them going to the Deleted Items folder. Click "OK."



Tick the "Run this rule.." checkbox, then click "OK".

