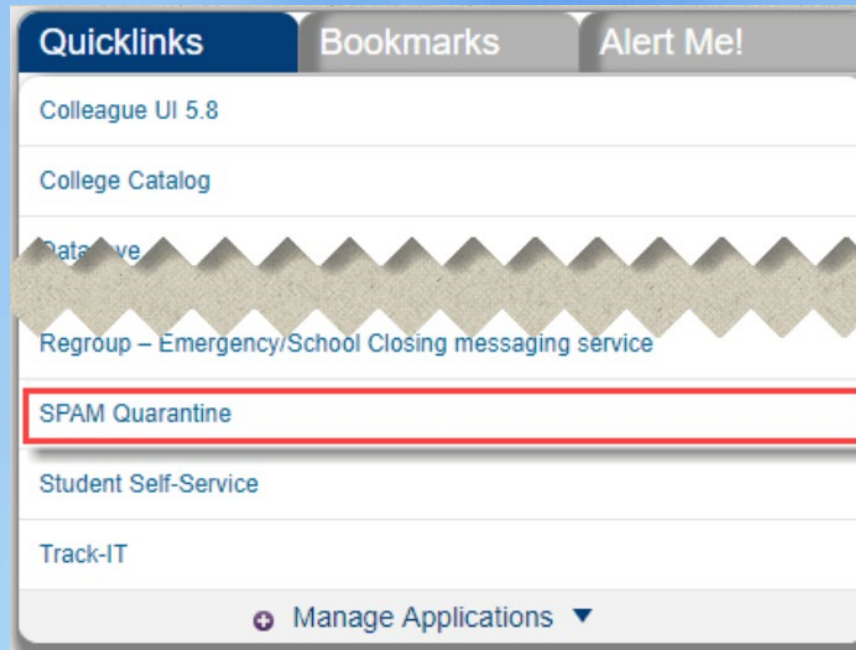


SPAM Quarantine

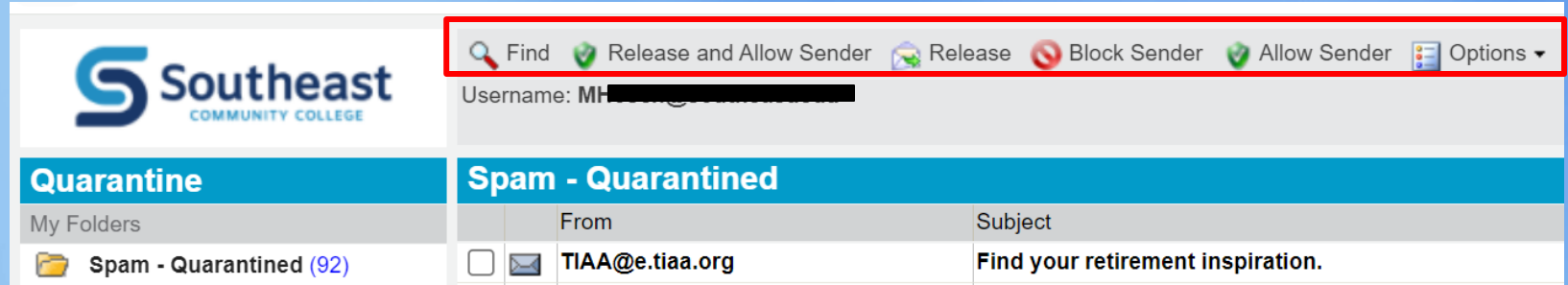
Along with weekly quarantine notification emails, you can access your SPAM quarantine at any time

- **Log in to the SCC Hub**
- **Choose “Spam Quarantine” from the Quick Links list.**



Managing Quarantined Messages

The options to manage your Quarantine are located along the top of the page



The screenshot shows the email interface for Southeast Community College. The top navigation bar is highlighted with a red box and contains the following options: Find, Release and Allow Sender, Release, Block Sender, Allow Sender, and Options. Below the navigation bar, the user's username is displayed as MH. The main content area is divided into two sections: Quarantine and Spam - Quarantined. The Quarantine section shows a folder named Spam - Quarantined (92). The Spam - Quarantined section shows a table with columns for From and Subject. The table contains one row with the email address TIAA@e.tiaa.org and the subject Find your retirement inspiration.

	From	Subject
<input type="checkbox"/>	TIAA@e.tiaa.org	Find your retirement inspiration.

Find: Search the quarantine list

Release and Allow Sender: Release any selected email to the inbox. Allow future emails from the sender to come through to the inbox

Release: Release any selected emails to the inbox. Future emails from the same sender will get caught in the quarantine.

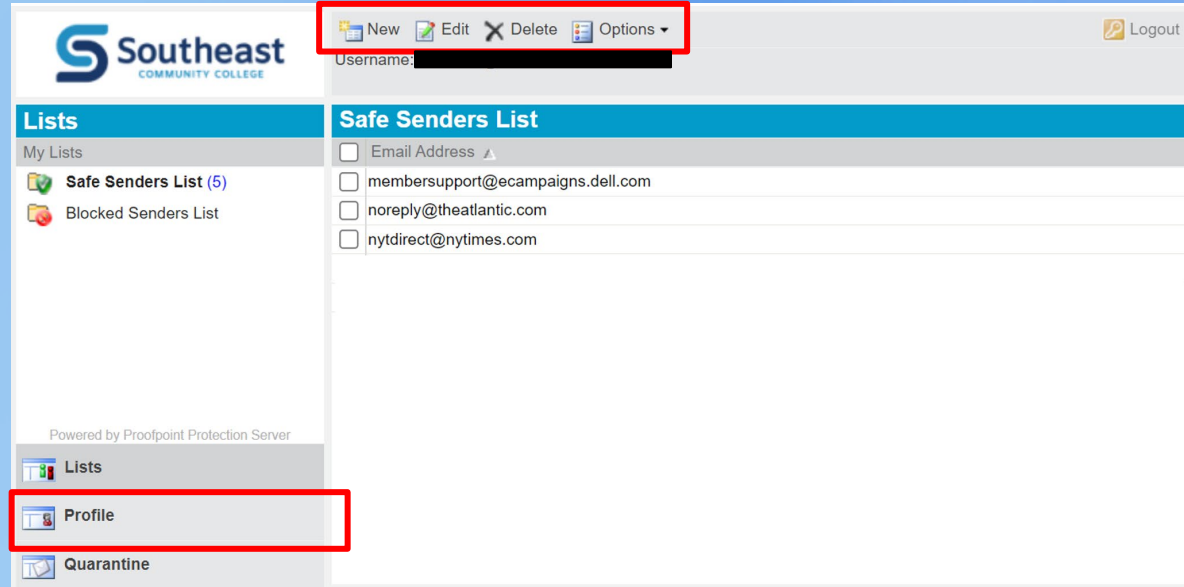
Block Sender: Block emails from the sender

Allow Sender: Allow emails from the sender. Will not move any emails from the quarantine into the inbox

The Options menu will give the options to resend the summary of the quarantined messages (the digest), refresh the quarantine list, or delete all the messages currently in the quarantine

Managing the Safe and Blocked Senders Lists

Click “Lists” from the bottom left to get to the safe and blocked senders list. Chose the list you want to add to.



New: Add a new sender. Can be entered as a full or partial email address as long as the @domain.com portion is present.

Edit: Edit existing senders

Delete: Remove selected senders from the list

The **Options** menu will give the options to resend the summary of the quarantined messages (the digest) or refresh the safe/blocked senders lists.