Loyola Quarantine/ Ironport

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Accessing the Quarantine
1.) If you would like to view what is in your quarantine please navigate to the website

2.) You will be asked to log in. Please use your Loyola credentials to log in (the same username and
    password you use for Inside Loyola, Moodle, email, etc.).

Welcome to the Loyola Spam Quarantine.
To view your quarantined spam, login via your Loyola network
account.

Search for an Email
1.) If you are looking for an email that may have incorrectly been caught by the spam filter please
    log into the quarantine first.
2.) After you have logged in you will see a search box at the top, middle of the page.

3.) You can use this search box to look emails up by the name of the sender or the subject line of the
    email.
4.) For a more specific search click “Advanced Search.” This will allow you to specify what you are looking for and a date range in which to search.

**Spam Quarantine Advanced Search**

Releasing and Deleting Emails from Your Quarantine
1.) Log in and find the email you are interested in editing.
2.) Check the box to the left of the email.

3.) From either the top or the bottom of the page use the drop down menu “Select Action…” to choose what you would like to do with the email.

- **Release**: This option will allow the selected email through to your regular email inbox.
- **Release and Add to Safelist**: This option will allow the selected email through to your regular email inbox and will allow any email from that sender through without being caught by the spam filter.
- **Delete**: This will permanently delete the selected email from your quarantine. Please note we cannot retrieve that email once you have deleted it.

4.) Once you have chosen your selected action, press the “Submit” button.

5.) After you press “Submit” you will be asked to verify that you want to continue.
6.) Once you choose to continue the quarantine will immediately either release or delete the email depending on what you have chosen.

Add an Email Address to the Blocklist

1.) If there is an email address that regularly sends you spam and you would like to have those filtered out you can do that by adding the address to the quarantine block list. To start log in and look in the upper right corner for “Options.”

   Welcome:
   Options  Help

2.) Click “Options” and choose “Blocklist” from the drop down.

   Welcome:
   Options  Help
   Safelist
   Blocklist
   Languages
   Deutsch [de-de]
   English/United States [en-us]

3.) On the next page you can enter the email address you would like to have blocked. Once you have entered the address press the “Add to List” button. From now on any emails coming from that address will automatically be sent to the quarantine.

   Please Note: You can follow the steps above to add an address to your Safelist as well; simply choose “Safelist” from the drop down menu from “Options.”
Log Out
To log out choose the “Option” menu in the upper right and click “Log Out.”

Welcome:
Options  Help

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Log Out