

REVIEW INFORMATION:
Quarantine Summary Mailbox

This information is to help anyone receiving a Quarantine Summary email what the emails are for, why you are receiving this, what you can do with the email(s) and link to the FortiMail Server. Any additional questions can be addressed with our Service Desk, 716-821-7171 or <https://wnyricprod.service-now.com/isp>. Additional information can be provided through our TS Email team at exchgtech@e1b.org or extension 7356.

You are receiving this email and instruction set since we have enabled a feature to more aggressively combat spam. Turning this feature on can result in some false positives, so it will be imperative to keep an eye on the Quarantine Summary Email Report that is sent to you. You can also proactively check your quarantine by clicking [here](#).

Email as received from Quarantine Summary:

 release-ctrl@wnyric.org |  7:01 AM
Quarantine Summary: [1 message(s) quarantined from Tue, 16 Nov 2021 15:00:00 -0500 to Wed, 1...
Retention Policy Purge Mailbox (1 year, 6 months) Expires 5/19/2023
 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
Tue, 16 Nov 2021 16:18:52 -0500	Peer to Supervisor < email@s2mtraining.com >	2-Hour Virtual Seminar on Transition from Peer to Supervisor	 

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](#)

Icon's and their Meanings:



You can release the message back to your mailbox from the email if you know who it is from and are expecting to receive this. This action will add the sender to your personal safe list and should allow emails from this address going forward to come into your mailbox and not the quarantine mailbox.



You can delete the message from quarantine mailbox if you do not know the sender, is something that you are not expecting, or do not want to receive these types of emails going forward. This action will add the sender to your personal block list and should not allow emails from this address going forward to come into your mailbox. Until FortiMail learns the address you will continue to see them come into your quarantine mailbox.

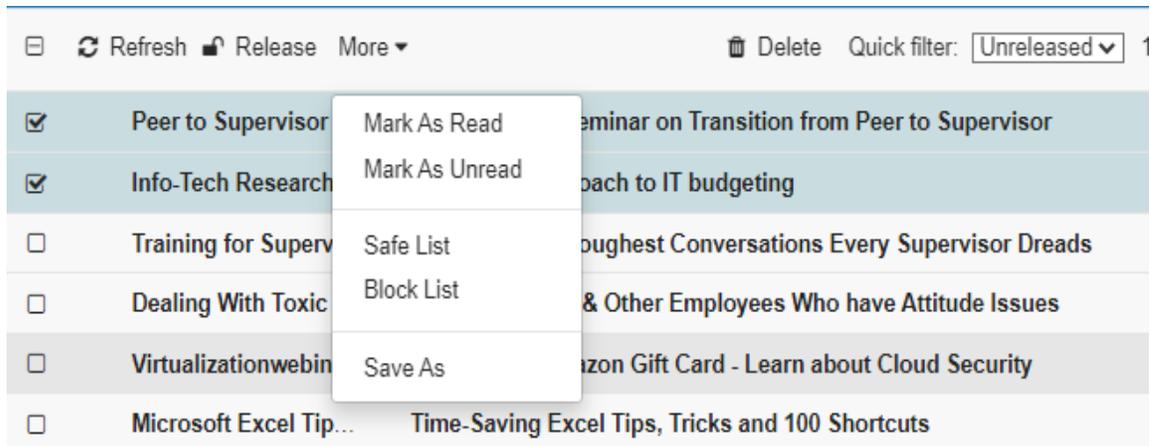
- If you choose to not delete the message, FortiMail will automatically clean out the email messages after 21 days of being in your quarantine mailbox. Leaving the emails in the quarantine mailbox also allows FortiMail to learn that this address is not desired and should eventually block the address from appearing anywhere.

(<https://miltonf1.wnyric.org/mail>) The [Click Here](#) will take you into your Quarantine Summary mailbox in the FortiMail Server environment. In here you will have the same options (release, delete, leave) as you do from the email and in addition you can click on the email address to see the body of the message.

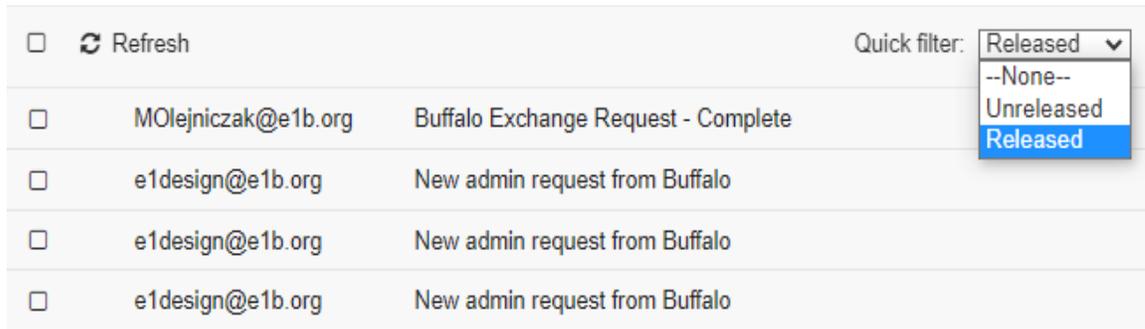
Sample Quarantine Summary Mailbox on the FortiMail Server:

Folder	Subject	Sender	Date	Size
Bulk 34	Peer to Supervisor	2-Hour Virtual Seminar on Transition from Peer to Supervisor	Nov 16, ...	51 K
	Info-Tech Research ...	A strategic approach to IT budgeting	Nov 16, ...	65 K
	Training for Supervi...	Survive the 10 Toughest Conversations Every Supervisor Dreads	Nov 16, ...	10 K
	Dealing With Toxic ...	Managing Toxic & Other Employees Who have Attitude Issues	Nov 15, ...	52 K

By checking the boxes in front of any email you then have the choice up top to Release, More (Mark as Read, Unread, Safe List, Block List, Save As), and farther to the right Delete.

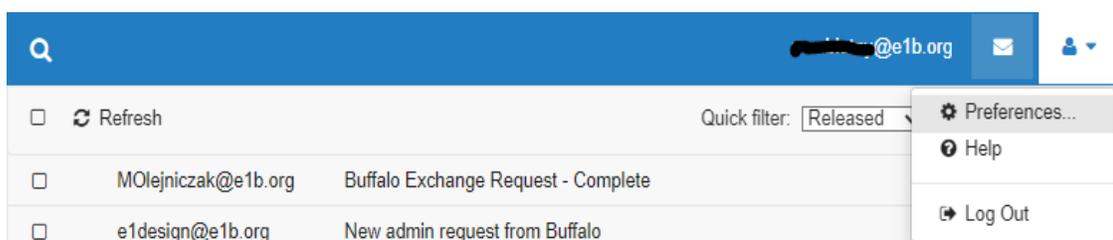


By using the Quick Filter, you can look between released and unreleased messages.



Once the address has been released, it is now entered into your safe list and future emails should come to your inbox and not go to Quarantine Summary.

You can look at your preferences within your Quarantine Summary mailbox by selecting on the right side of the window the people icon and then Preferences.



The last section, Antispam Management will let you see and manage your block and safe list. By double clicking on either Block or Safe you can see email addresses you have allowed or blocked.

User Preference

Account Setting

Display name:

Language:

Time zone:

Secondary accounts: [\[Edit...\]](#)

Theme:

General Setting

Idle timeout:

Default page size:

Antispam Management

Block/Safe lists: [\[Block...\]](#) [\[Safe...\]](#)

Add outgoing email addresses to Safe list:

Receive spam report:

If you accidentally allow an address that you do not want you can go into Safe and delete that address.

Sample of Block List:

Block List

Block List: Email received from these addresses / domains / IPs will be discarded

<input type="checkbox"/>	Total: 4
<input type="checkbox"/>	email@s2mtraining.com
<input type="checkbox"/>	LEARNING-SOLUTIONS@em.pryor.com
<input type="checkbox"/>	Marianna.Good@yourhealthandfitness.info
<input type="checkbox"/>	tom-tomarbutnot-com@getresponse-mail.com

Sample of Safe List:

Safe List

Safe List: Email received from these addresses / domains / IPs will always be accepted

<input type="checkbox"/>	Total: 498
<input type="checkbox"/>	aberst@zovy.com
<input type="checkbox"/>	accounting@waterfordtechnologies.com
<input type="checkbox"/>	adam@schoolfront.com
<input type="checkbox"/>	adavis@nwcsd.org
<input type="checkbox"/>	aday@sweethomeschools.org
<input type="checkbox"/>	adevine@jtcsd.org
<input type="checkbox"/>	aekhard@fortinet.com
<input type="checkbox"/>	agalenski@cheektowagasloan.org
<input type="checkbox"/>	agilliam@depewschools.org
<input type="checkbox"/>	AJHypnarowski@buffaloschools.org