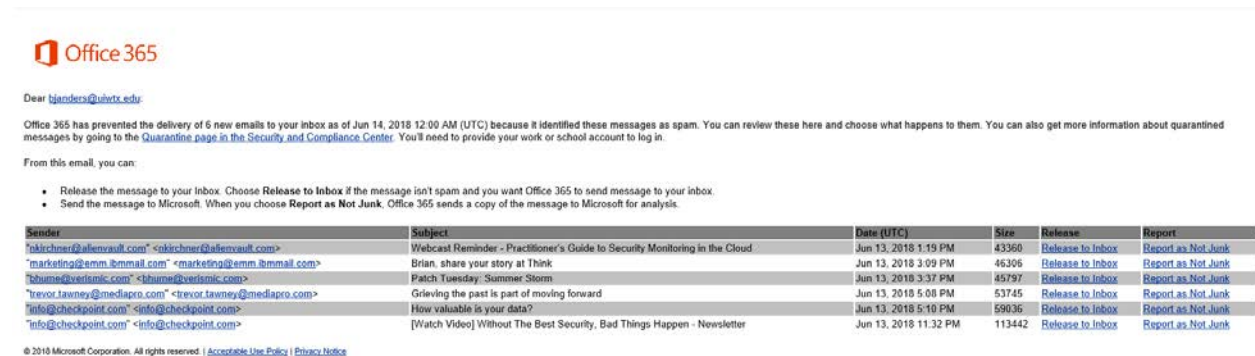# University of the Incarnate Word
Information Resources Division
How-To Document

Understanding the Office 365 Quarantine Digest

The Office 365 spam quarantine system replaces the 'Junk Mail' function in your email account.

To provide a simple, daily view of quarantined email, the University has implemented a spam notification digest. This digest gives each user a daily, one-screen view of all emails that were quarantined for that user in the last 24 hours.

This email is sent from quarantine@messaging.microsoft.com and looks like the example below:

Each quarantined item is listed, showing the sender, subject, date, and options for the disposition of each email. The two options for message disposition are as follows:

Release to Inbox - Send the message to your inbox, where you can view it.

Report as Not Junk - Send a copy of the message to Microsoft for analysis. Microsoft may or may not determine it is not junk. ***This option does not release the message to your inbox nor does it immediately prevent similar messages from going to your quarantine. ***

Related How-Tos:

To check the contents of your quarantine any time, without waiting for the digest email, read the 'Viewing the Office 365 Quarantine' how-to on the IRD FAQ website.

To modify your 'Safe Senders' list to prevent senders from being quarantined, read the 'Prevent Senders from Being Quarantined' how-to on the IRD FAQ website.