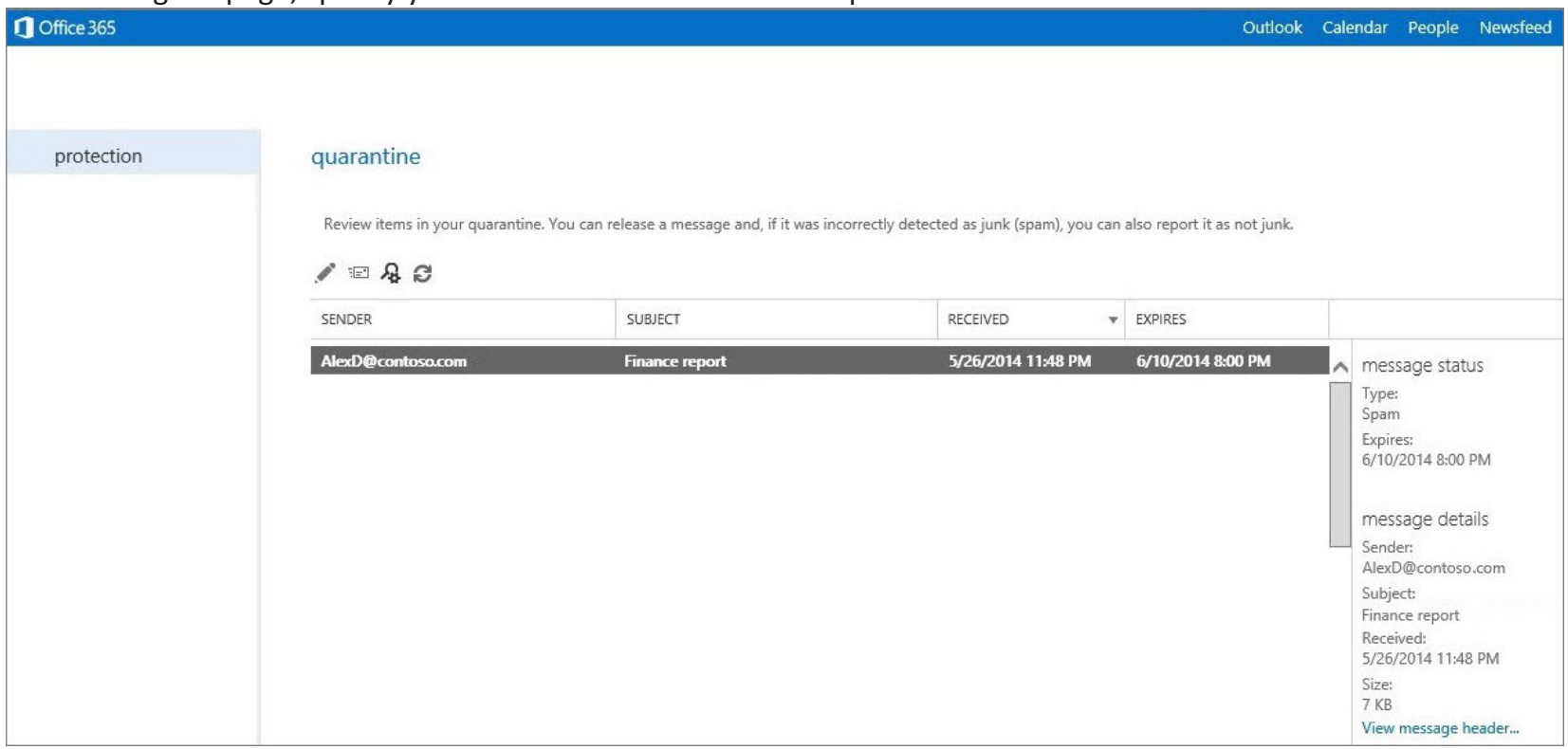
How to Access Your Spam-quarantined Messages

1 Specify the following URL in a web browser: https://admin.protection.outlook.com/quarantine

2 On the sign in page, specify your valid Office 365 user ID and password.



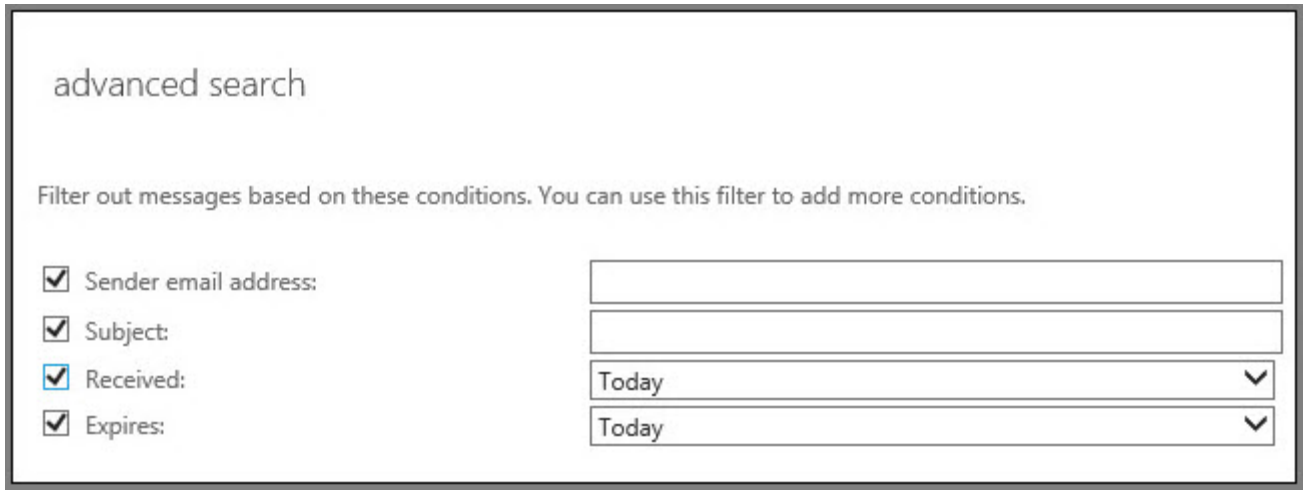
By default, spam-quarantined messages are sorted from newest to oldest on the **RECEIVED** field. **SENDER**, **SUBJECT**, and **EXPIRES** values are also listed for each message. You can sort on any of these fields by clicking their headers. Clicking a column header a second time will reverse the sort order. A maximum of 500 messages can be displayed spam quarantine. You can view a list of all your spam-quarantined messages, or you can search for specific messages by specifying filter criteria (filtering can also help you reduce your result set if you have more than 500 messages). After searching for and

locating a specific quarantined message, you can view details about the message. You can also release the message and report it as not junk to the Microsoft Spam Analysis Team.

Use advanced search to filter and locate quarantined messages

You can filter your own spam-quarantined items based on several different conditions using advanced search. You can use these conditions separately or in combination with one another. The search will provide a list of messages that meet all your filter criteria.

1. Click **Advanced search** to open the **Advanced search** window.



2. Select any combination of the following conditions. Select the associated check box in order to enable each condition. Wildcards aren't supported.
3. **Sender email address** Specify the email address of the person who sent the message.
4. **Subject** Specify the subject line text of the message.
5. **Received** You can select that the message was received by the quarantine within the past 24 hours (**Today**), within the past 48 hours (**Last 2 days**), within the past week (**Last 7 days**), or you can select a custom time interval during which the message was received by the quarantine.

6. **Expires** You can select that the message will be deleted from the quarantine within the next 24 hours (**Today**), within the next 48 hours (**Next 2 days**), within the next week (**Next 7 days**), or you can select a custom time interval during which the message will be deleted from the quarantine. **Note:** The length of time that messages are stored in the quarantine is controlled by your administrator.
7. Click **ok** to start running the advanced search.

If you require further assistance, please contact the Prairie Spirit Help Desk.