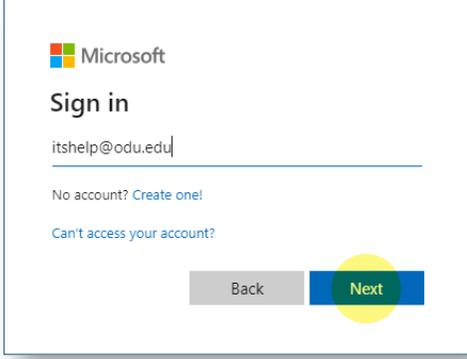


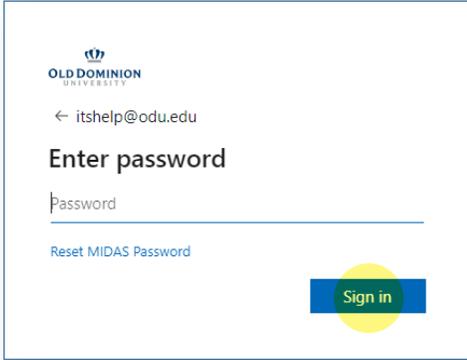
# Email: Release Messages from Quarantine

1. Open a browser and go to <https://security.microsoft.com/quarantine>.
2. Sign in with your ODU faculty/staff email address and click **Next**.



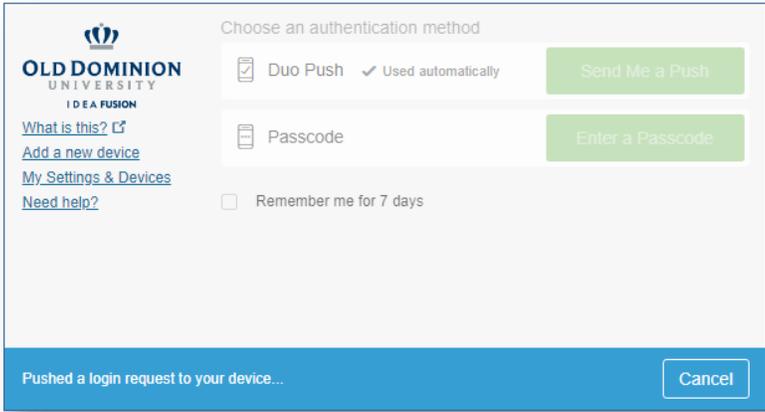
Microsoft  
Sign in  
itshelp@odu.edu  
No account? [Create one!](#)  
Can't access your account?  
Back Next

3. Enter your MIDAS password, then click **Sign in**.



OLD DOMINION  
UNIVERSITY  
← itshelp@odu.edu  
Enter password  
Password  
Reset MIDAS Password  
Sign in

4. Authenticate with your second factor (Duo).



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UNIVERSITY  
I D E A FUSION  
[What is this? ↗](#)  
[Add a new device](#)  
[My Settings & Devices](#)  
[Need help?](#)

Choose an authentication method

<input checked="" type="checkbox"/> Duo Push ✓ Used automatically	Send Me a Push
<input type="checkbox"/> Passcode	Enter a Passcode

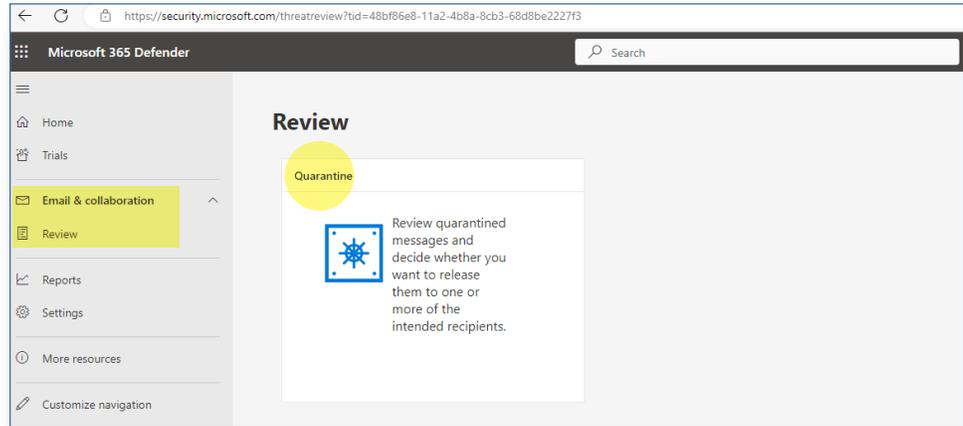
Remember me for 7 days

Pushed a login request to your device... Cancel

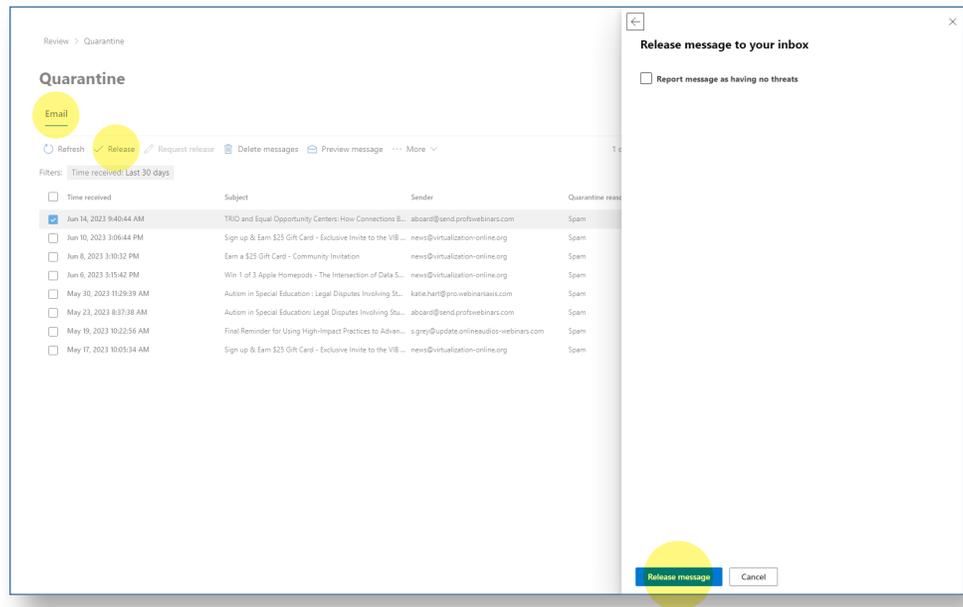
5. You are now on the **Quarantine** page with a list of any messages that have been quarantined by Microsoft.

## Take action on a quarantined email

1. Go to **Email & collaboration** > **Review** and select the box that says **Quarantine**.



2. On the **Email** tab, select each message you want to release to your inbox, then click **Release** (in the top ribbon). Then click **Release message** in the window that opens up on the right to confirm.



*\*Messages are received in UTC time zone, which is 4 hours ahead of EST. (Example: 8:00 a.m. EST is 12:00 PM UTC)*

If you have any questions, contact the ITS Help Desk at [itshelp@odu.edu](mailto:itshelp@odu.edu) or 757-683-3192.