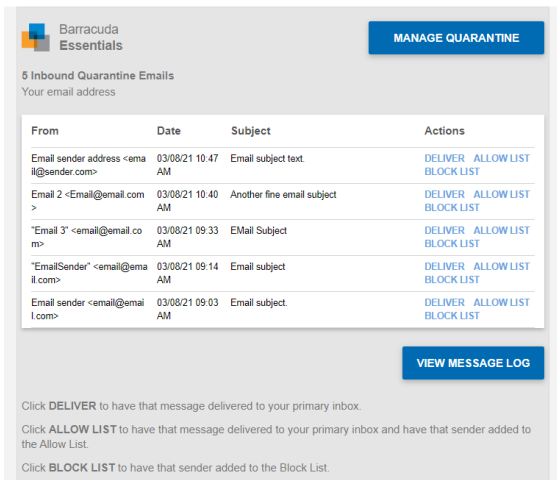**Bondgate IT**

EMAIL SECURITY

Your email is filtered to protect against malware, virus, phishing, and fraud.

You have control of your allow, block, and quarantine lists.

You will receive an email telling you that your incoming mail has been quarantined.

1.

When an email is quarantined, you will receive an email similar to the one shown on the left to your company email account.

Emails are listed in order with the latest email shown first.

On the email you have five clickable links.

2.

Manage Quarantine: You can manage settings for your quarantine messages. Including management of your "allow" and "block" lists.
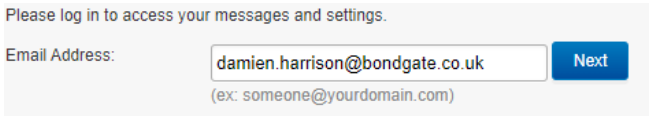
View Message log: View a chronological list of all quarantined messages, delivery status, and reason for quarantine.

Deliver: Clicking this will deliver the email

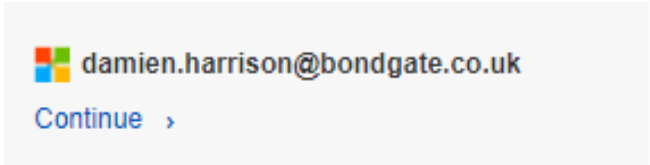**Allow list:** Clicking this will add the sender to your personal allow list, and deliver the quarantined email.

Block List: Clicking this will permanently block the sender.

3.

For Security you will be requested to sign it to release your email.

Enter your email address and click next.

When prompted to sign into Microsoft 365 click Continue >

You will then be able to deliver your blocked email

Scan for support