

Click the icon below to view the video TechTip and click open



## E-Safe for Microsoft Outlook 2007 and Outlook Webaccess

TechTip:

Releasing your e-safe messages from the quarantine

**\*Below are the written instructions depicted in the video, under the “click here” icon!\***

- What is e-safe?
  - Email spam filter for incoming and outgoing messages... its use is an attempt to decrease the number of spam messages that are received in the inbox. Messages that e-safe considers to be possible spam or containing viruses are put in quarantine. You receive a message containing a report, listing messages directed to you that have been placed in the quarantine. When you review the report, you can release messages found in the quarantine. Quarantine reports are sent out twice each day (7:00 am and 4:00 pm). This is available for all MCC faculty and staff, on or off campus.

How to release a message on WEBACCESS

1. faculty & staff- user name: make sure you put first initials last name @MCLENNAN.EDU
2. Go to the actual “esafe” spam report message: it will say “esafe:quarantine”
3. The next screen that comes up will have a grey box with the quarantine messages listed.
4. Now in the ACTION column you will see the word “release”
5. Click on “release” beside the messages you want released
6. After clicking on release, a window will pop up, choose release and click on submit
7. A thank you message will appear and you can close out by clicking on the red x
8. The message will appear in you inbox shortly!

How to release a message on Outlook DESKTOP

1. Open your Microsoft outlook on your desktop
2. Go to the actual “esafe” spam report message: it will say “esafe:quarantine”
3. The next screen that comes up will have a grey box with the quarantine messages listed.
4. Now in the ACTION column you will see the word “release”
5. Click on “release” beside the messages you want released
6. After clicking on release, a window will pop up, choose release and click on submit
7. A thank you message will appear and you can close out by clicking on the red x
8. The message will appear in you inbox shortly!