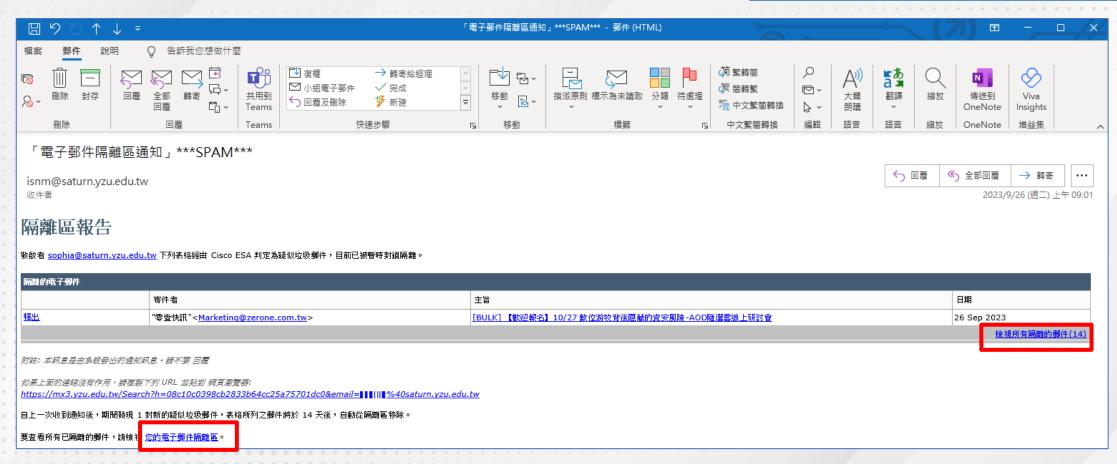
## Yuan Ze University

Faculty and Staff Spam Email Quarantine Area Operation Instructions

- Email quarantine notifications are automatically sent by the system every day at 9 AM and 3 PM.
- How to view emails in the spam quarantine area:
  - 1. Click on the link in the email to access your email quarantine area or to view all isolated emails
  - 2. View from the spam email quarantine area platform <a href="https://mx3.yzu.edu.tw/login">https://mx3.yzu.edu.tw/login</a>



- Username and Passphrase: Please enter your Portal account and password
- If you are sure that these emails in the quarantine area are safe → Choose 【Release】
- If you are certain that the sender and the email are safe → Choose 【Release and Add to Safelist】 (whitelist).
- Released emails will return to your personal inbox
- · Emails sent by whitelisted senders will not go to the spam email quarantine area
- If it's a spam email → Choose 【Delete】

