

Quick Start for Using Your Spam Filter

Set up your spam filter:

1. Go to <https://quarantine.messaging.microsoft.com>.
2. Click **Need your password?**
3. Type your email address into the **User name** field ([userid@exchange.louisville.edu](mailto:user@exchange.louisville.edu)).
4. Click **Send**.
5. Check your email and open the message from exmailer@microsoft.com.
6. Follow the link and the instructions provided in the email.

If you see an email that isn't spam:

1. Check the box to the left of the message.
2. Click the **Move to Inbox** button.
3. Check your email inbox to verify that the message was released from spam and sent back to your email account.
4. If legitimate email is consistently showing up in your spam mailbox, you can fix this by checking the box next to the email and clicking the **Not Junk** button. Future messages from the same sender will not be sent to your spam mailbox.

Deleting your spam:

Emails in your spam mailbox are deleted automatically every 15 days. However, if you want to clean up your spam emails prior to this automatic deletion, check the box next to the emails and click **Delete**.

To change how many emails you see per page:

1. Click **Options** in the upper right corner of your screen.
2. Click the **Messages Per Page** drop-down button.
3. Select the number of messages you prefer to see on each page. Click **Save**.

To turn spam email notifications off or on:

1. Click **Options** in the upper right corner of your screen.
2. Check or uncheck the **Send notification?** box. Click **Save**.

To log off:

Click **Log Off** in the upper right corner of your screen.

To change your password:

From the log-in screen, click **Change Password** and follow the directions.