Managing e-Mail Spam—Quarantine

If you have subscribed to an subscription e-Mail service and you no longer wish to receive e-Mail from the company, the first thing you should consider doing do is to use the “unsubscribe” function to “unsubscribe” from the distribution list. If know you have not subscribed and are receiving spam or junk, there are several options to assist you in managing unwanted mail. You can choose to delete the email, mark it in Outlook as “Junk” or use “Quarantine” to block the e-Mail before it enters the State e-Mail system. The instructions below cover managing e-Mail Spam through Quarantine.

The Cisco Content Security Management Appliance tool allows you to “Quarantine” Spam messages as identified by you, the user. Quarantine is the preferred method for managing Spam because it allows spam to be blocked before it enters the State e-Mail system.

Quarantine is available by connecting to [https://quarantine.state.de.us](https://quarantine.state.de.us) and then logging with your State credentials (network ID and password).

1. Log in using your State credentials.

2. Once you have logged in, select “Blocklist” from the dropdown options in the top right hand corner of the screen.

3. Enter the e-Mail address or the domain address and select “Add to List” to have all future e-Mails from the sender identified as spam.

4. You can add up to 250 addresses or domains. If you need to continue adding to the list simply manage the list by deleting the older addresses or domains.

For additional guidance contact your IT support or the DTI Service Desk.