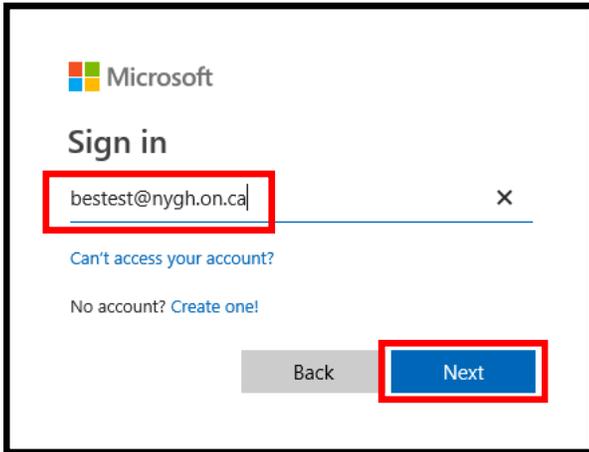


How to Release Emails from the Anti-Spam Filter

1. Go to the Anti-Spam Filtering Online Portal available under the **My eTools** tab on ERIC
URL: <https://protection.office.com/#/homepage>
2. Enter your NYGH account name (**username@nygh.on.ca**) then click on **Next**.



Microsoft

Sign in

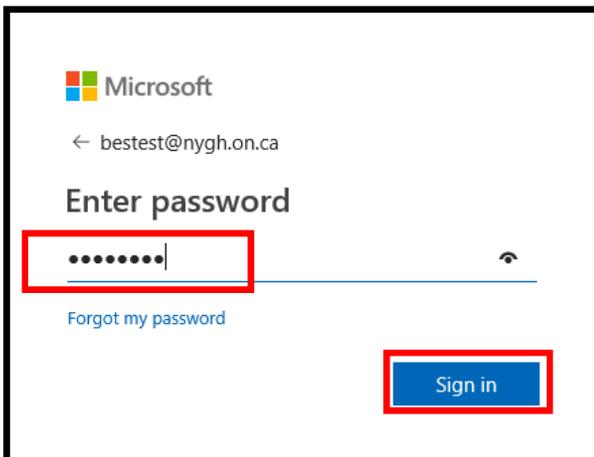
bestest@nygh.on.ca

[Can't access your account?](#)

No account? [Create one!](#)

Back Next

3. Enter your NYGH email password then click on **Sign in**.



Microsoft

← bestest@nygh.on.ca

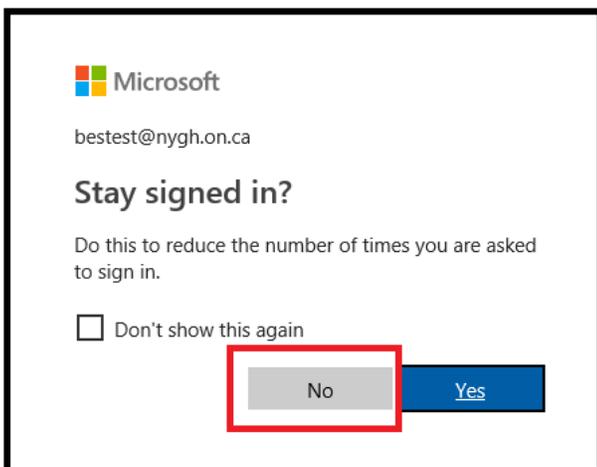
Enter password

.....

[Forgot my password](#)

Sign in

4. Please select **No** if you are using a shared computer.



Microsoft

bestest@nygh.on.ca

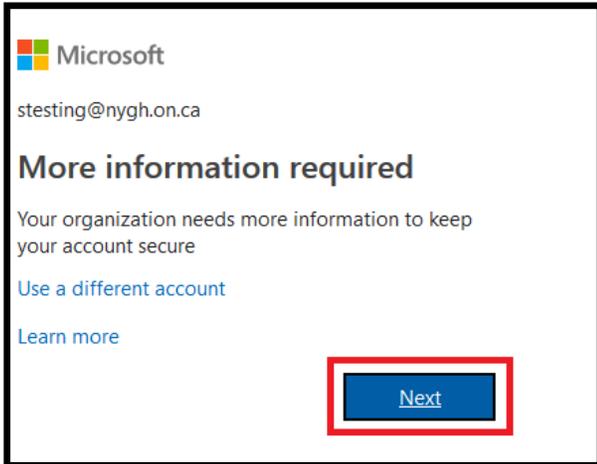
Stay signed in?

Do this to reduce the number of times you are asked to sign in.

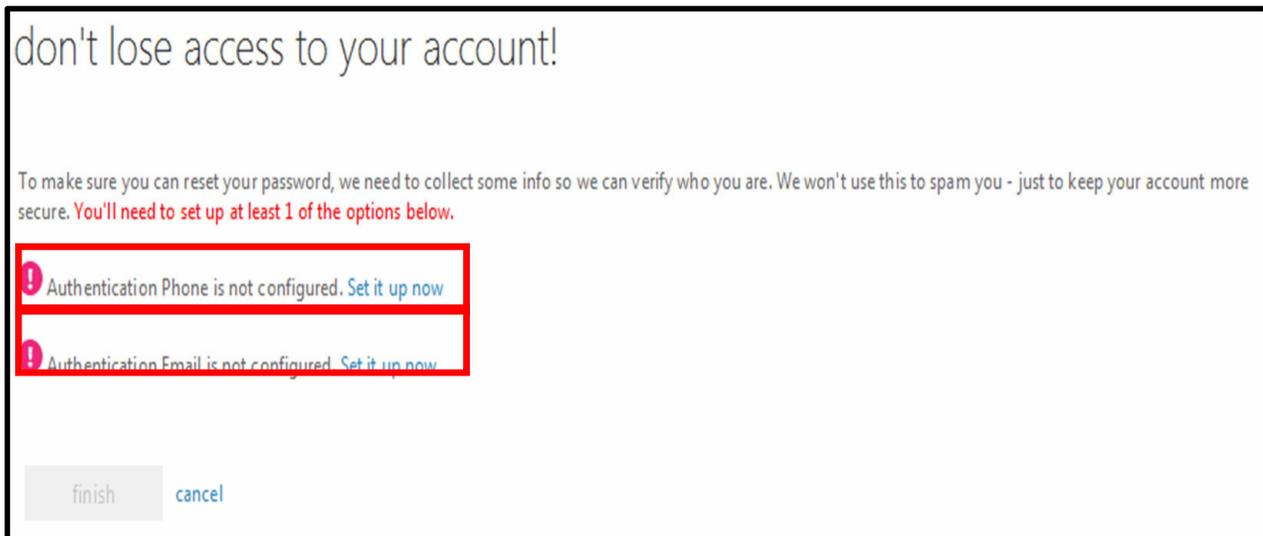
Don't show this again

No Yes

5. If you are logging on for the first time, you will be prompted to enter “More Information”, click **Next**.

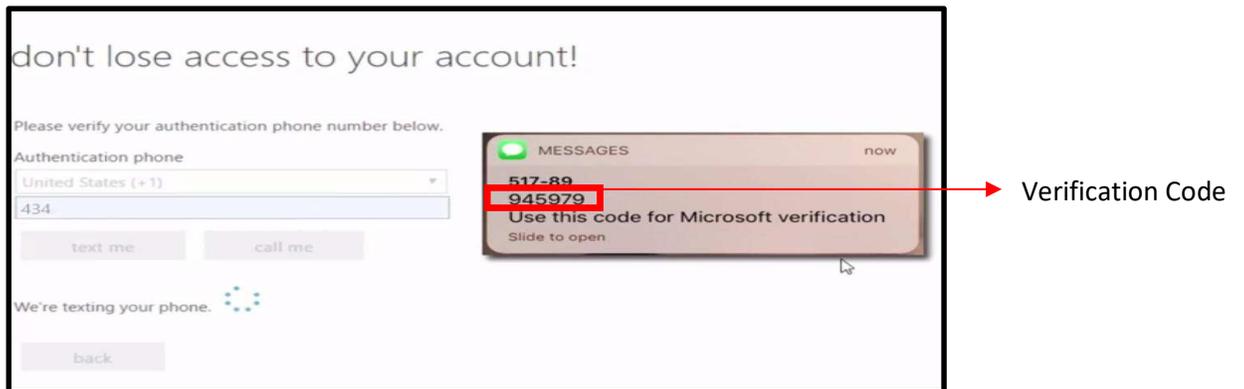


6. Choose your verification method and click on **Set up now**.

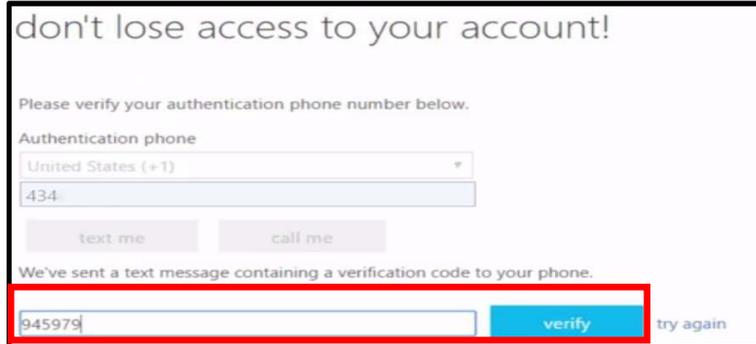


7. Phone Authentication

- Select the country that your phone number is from and enter your phone number, then select **Text Me** or **Call Me**.
- If you selected Text Me you will be sent a text message with your verification code.



- Do not use "51789" or "517-89" as your verification code. This is a text ID from Microsoft. Instead, use the numeric code that appears within the message. You may need to fully open the message to view the code.
- Enter the code on the page and click **Verify**.



don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

United States (+1)

434

text me call me

We've sent a text message containing a verification code to your phone.

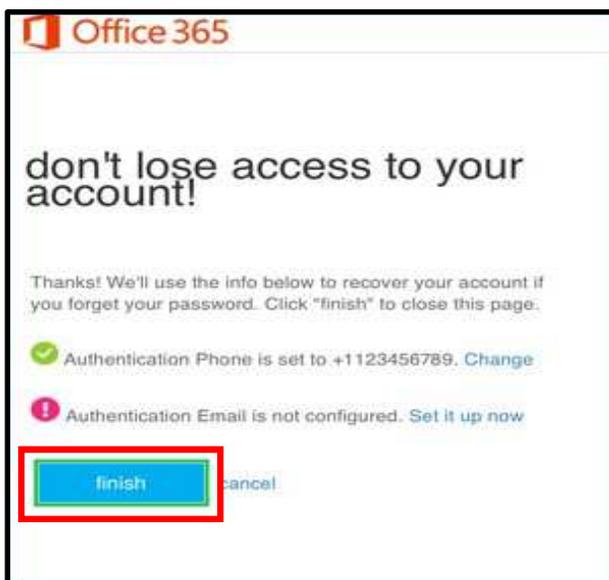
945979 verify try again

- Please note: Verification codes from Microsoft are valid for only about 15 minutes. If you have not entered the code before this time expires, you will need to request a new code.
- If you selected **Call Me**, you will receive a phone call on the selected phone. Press # when prompted to complete the verification.

8. Authentication Email

- Type in the email address you would like to use for your authentication email and then click the **Email Me**.
- You must use a different email address than your NYGH email address.
- You will receive an email from Microsoft on behalf of North York General with your authentication code.
- Type in the code and click the **Verify**.

9. Once you have set up one of the verification methods, click **Finish** to complete the process and you will be logged in to your Office 365 account.



Office 365

don't lose access to your account!

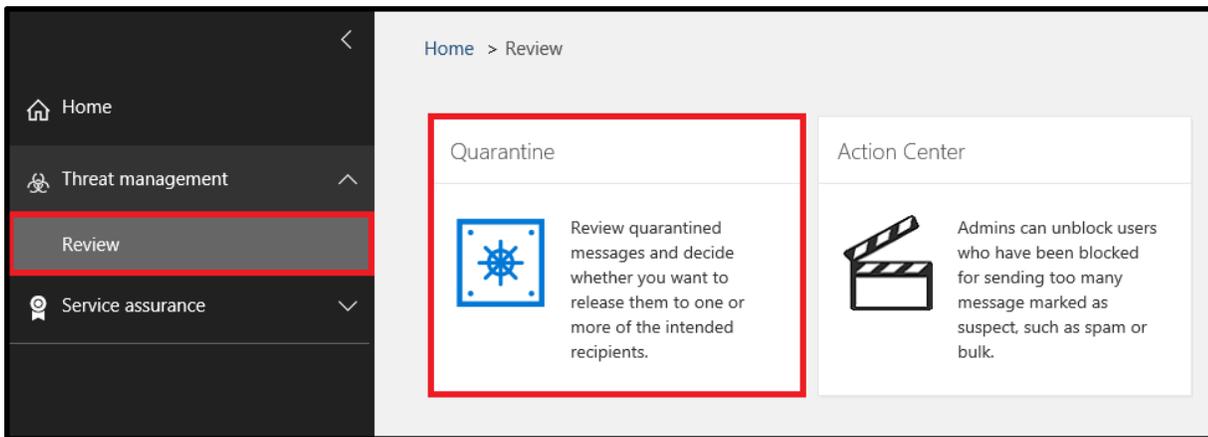
Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.

✓ Authentication Phone is set to +1123456789. [Change](#)

! Authentication Email is not configured. [Set it up now](#)

finish cancel

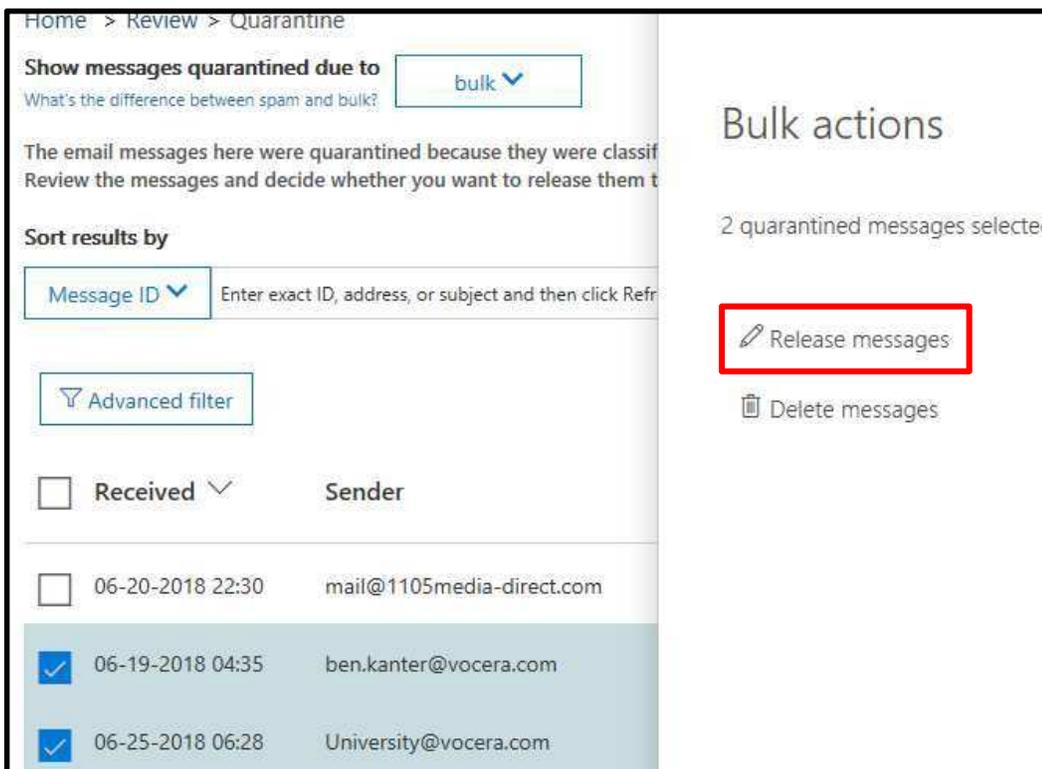
10. Click on **Threat Management, Review**, and then select **Quarantine**.



11. Select the type of the emails (Spam or Bulk) you want to see by click the



12. Select the emails you want to release and then click on **Release messages**.



13. Confirm the action by clicking on **Release messages**.

Release messages & report them to Microsoft

The messages listed here will be released from quarantine and sent to the recipients you choose. Checking the "Send report" option will also send the messages to Microsoft for analysis and evaluation. Depending on the results of the analysis, the messages may not be quarantined next time.

Report messages to Microsoft for analysis

Release the following messages

Date	Sender	Subject
"2018-06-19T08:35:57.000Z"	ben.kanter@vocera.com	HIMSS Research Report: Technol...
"2018-06-25T10:28:10.000Z"	University@vocera.com	NEW! System Administration Trai...

Release messages Cancel

14. Check your Outlook and/or NYGH Webmail to confirm you are able to view the emails you just released.