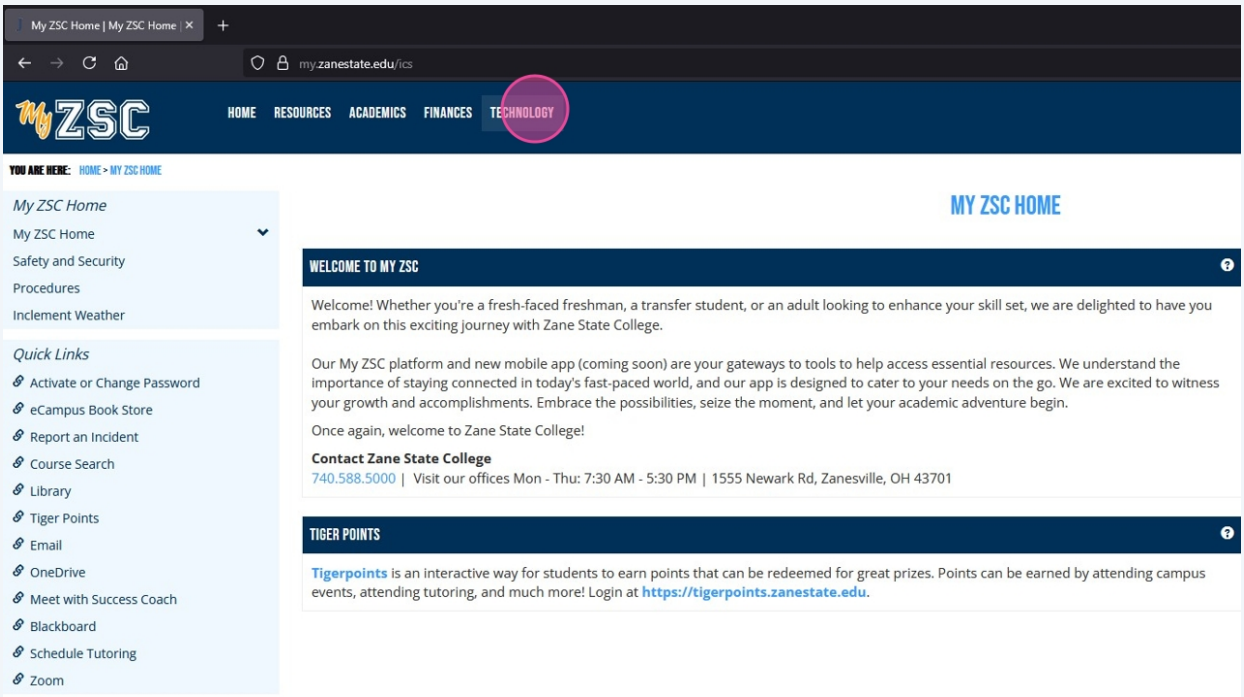
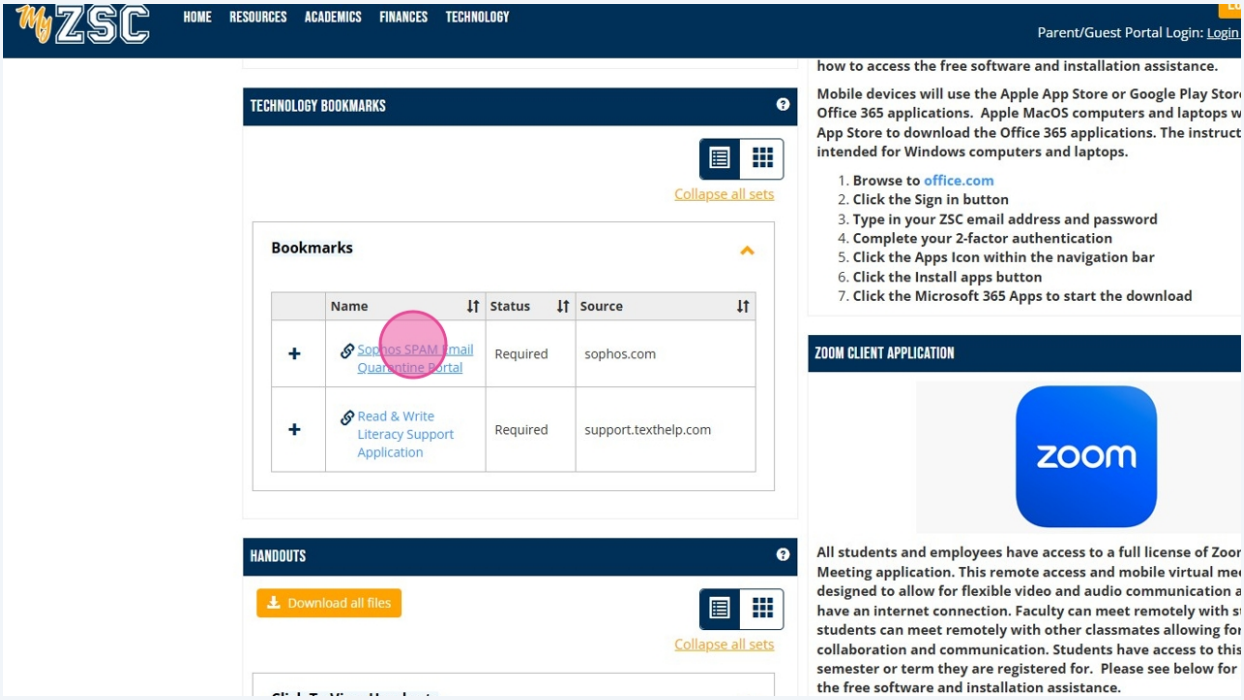
How to Release Quarantined Email in Sophos Portal

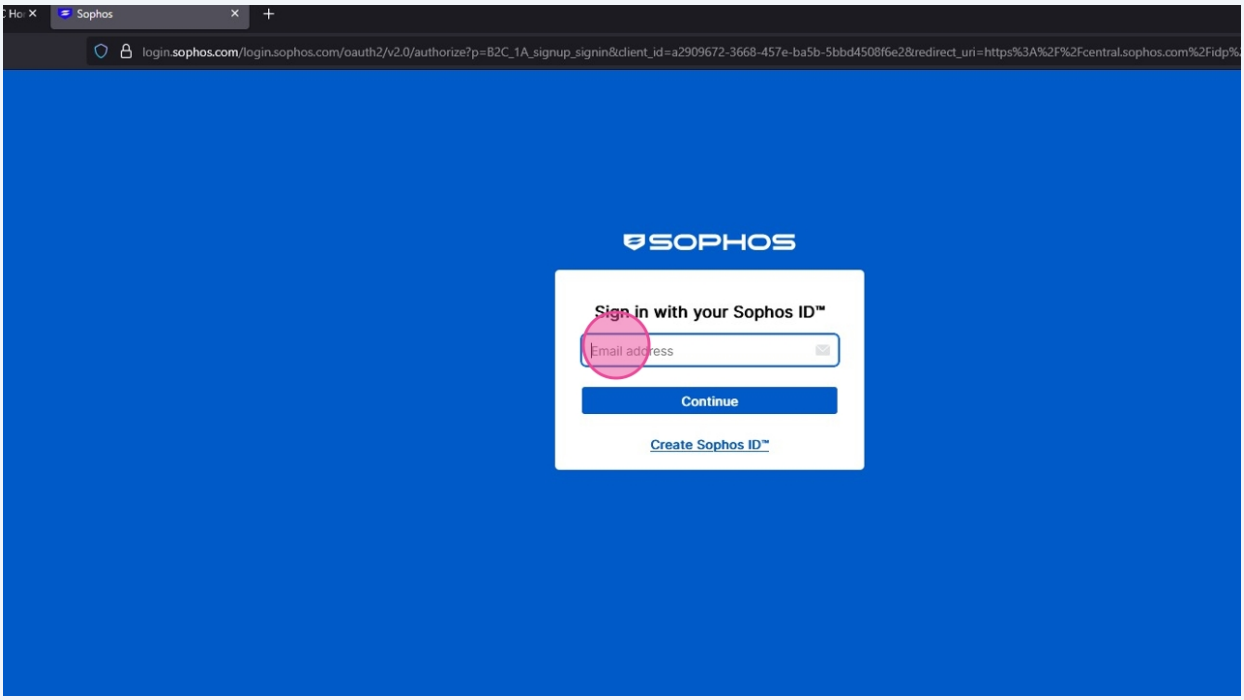
1 Navigate to My ZSC and click the "TECHNOLOGY" tab



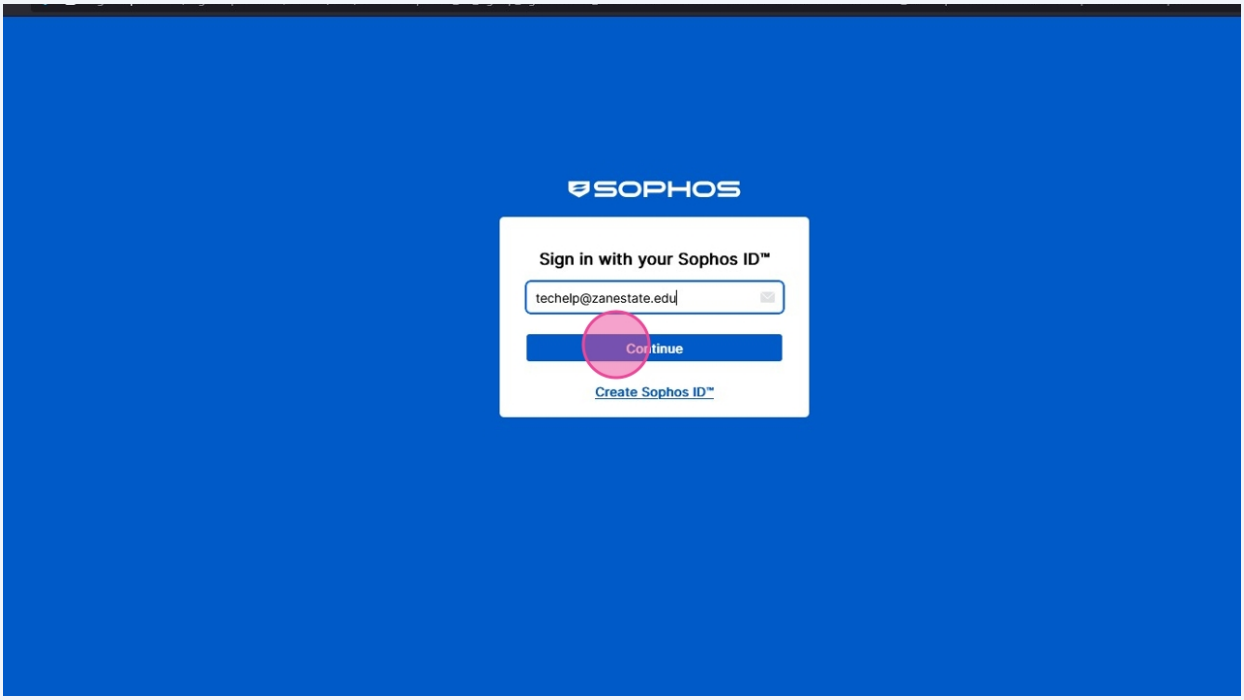
2 Click "Sophos SPAM Email Quarantine Portal" URL



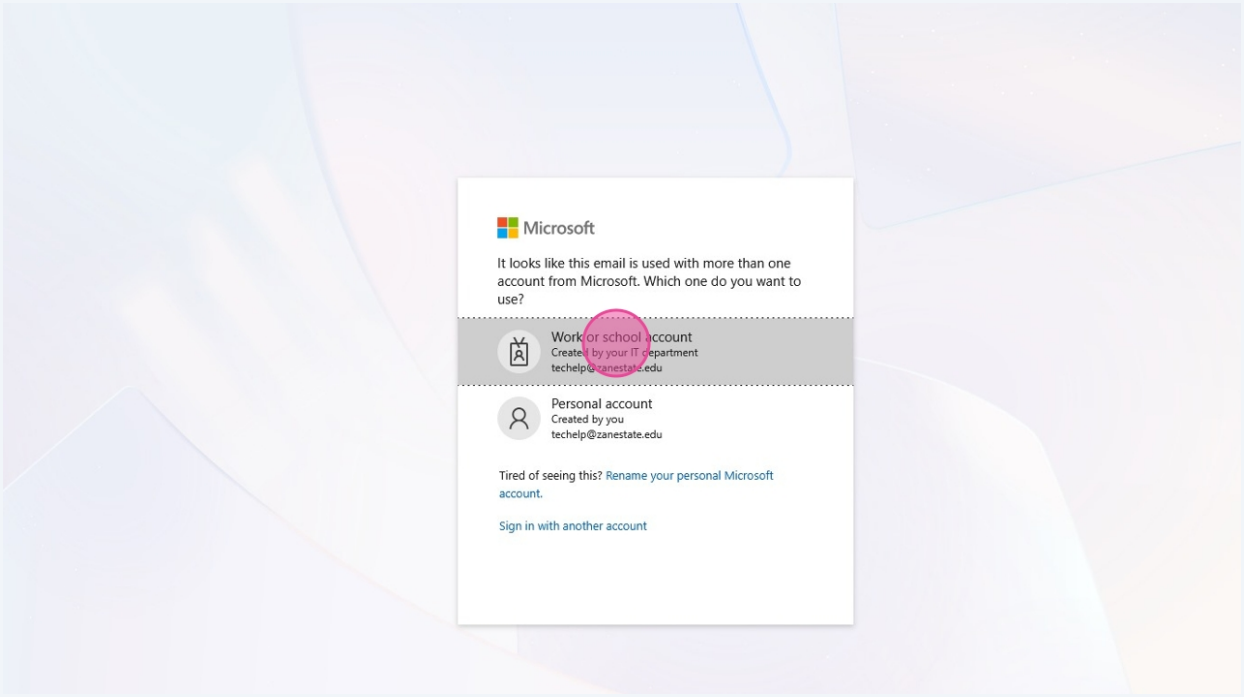
3 Click "Email address" and Type in your ZSC Email



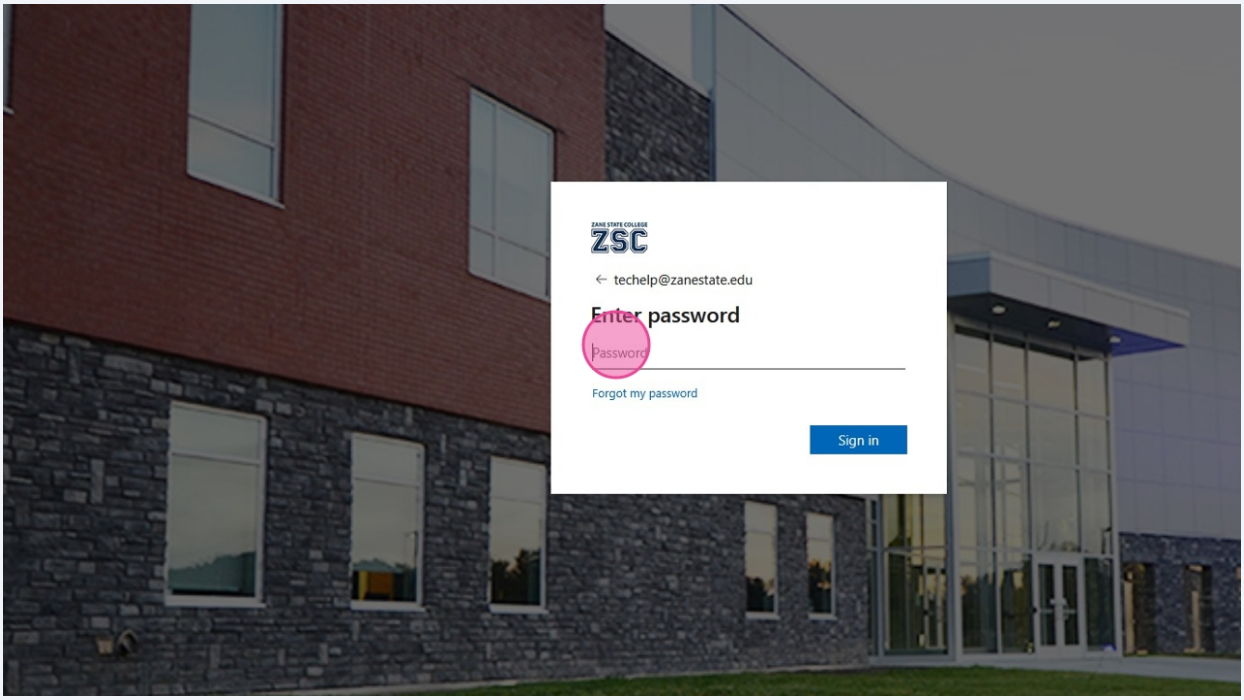
4 Click "Continue"



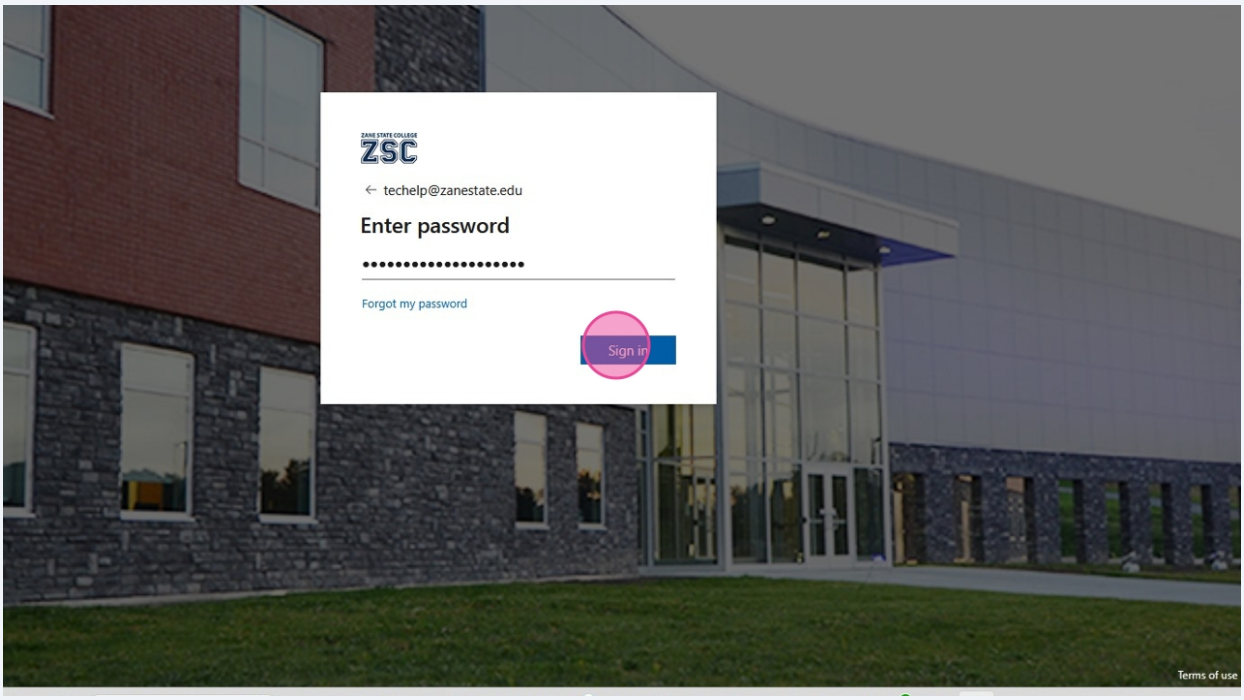
5 Click "Work or school account"



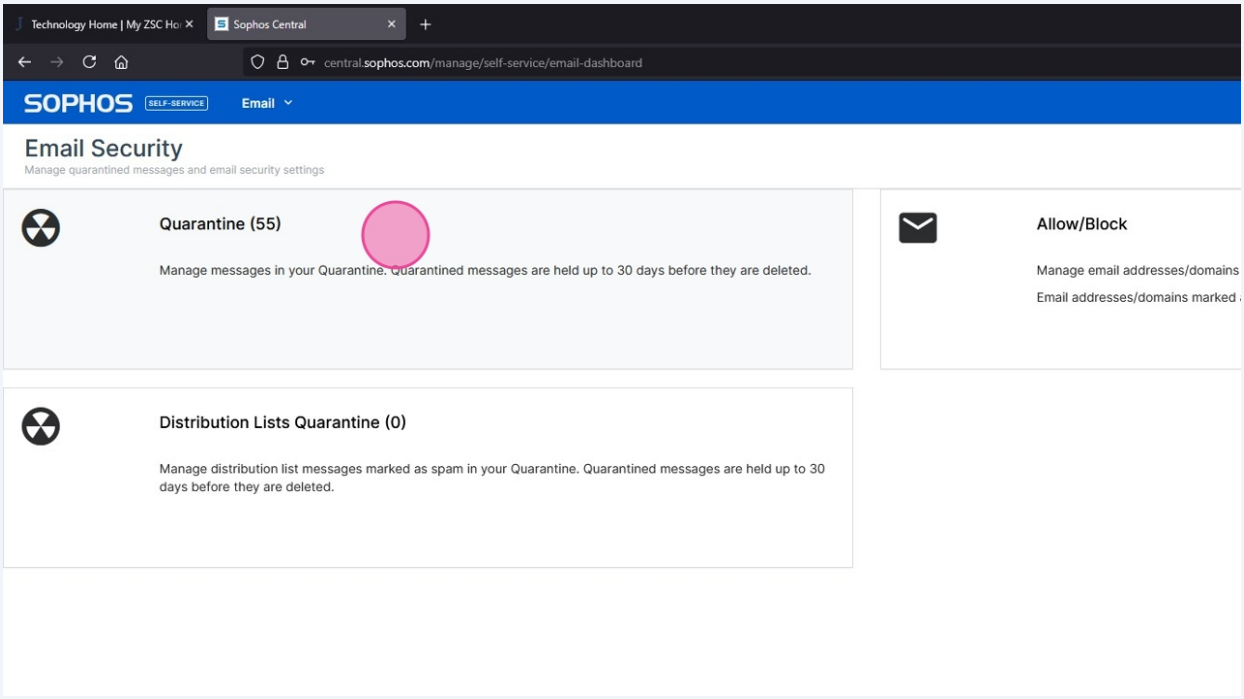
6 Enter your ZSC Account Password



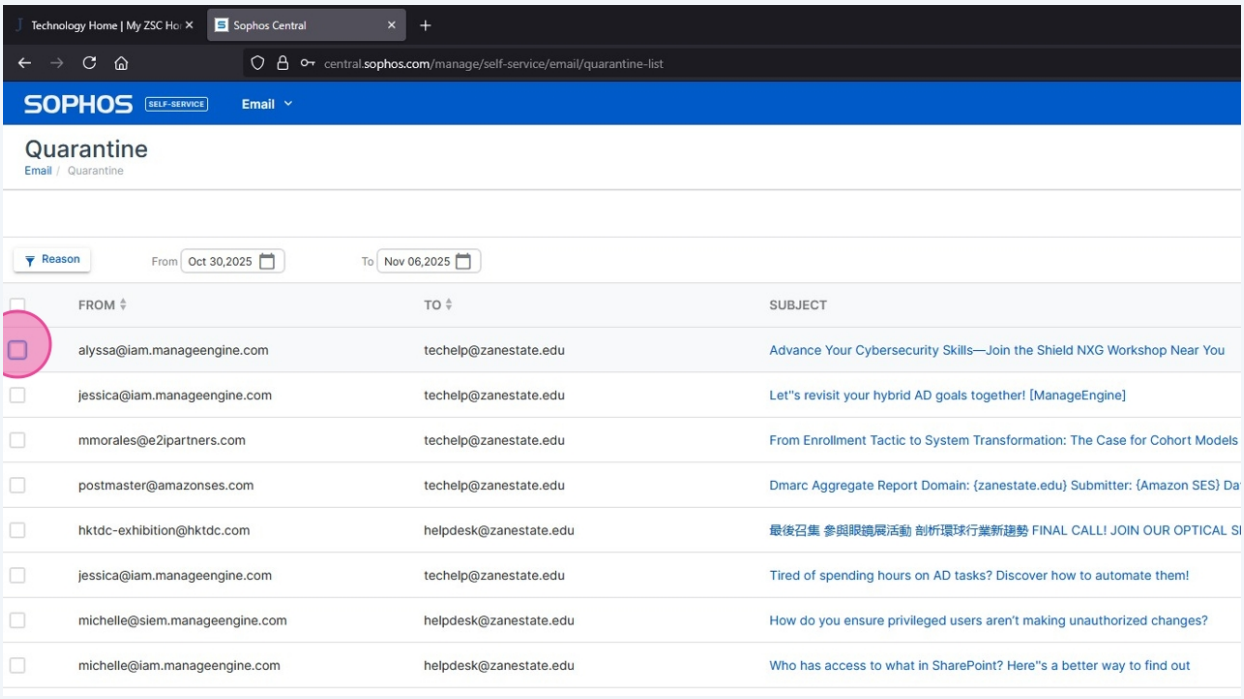
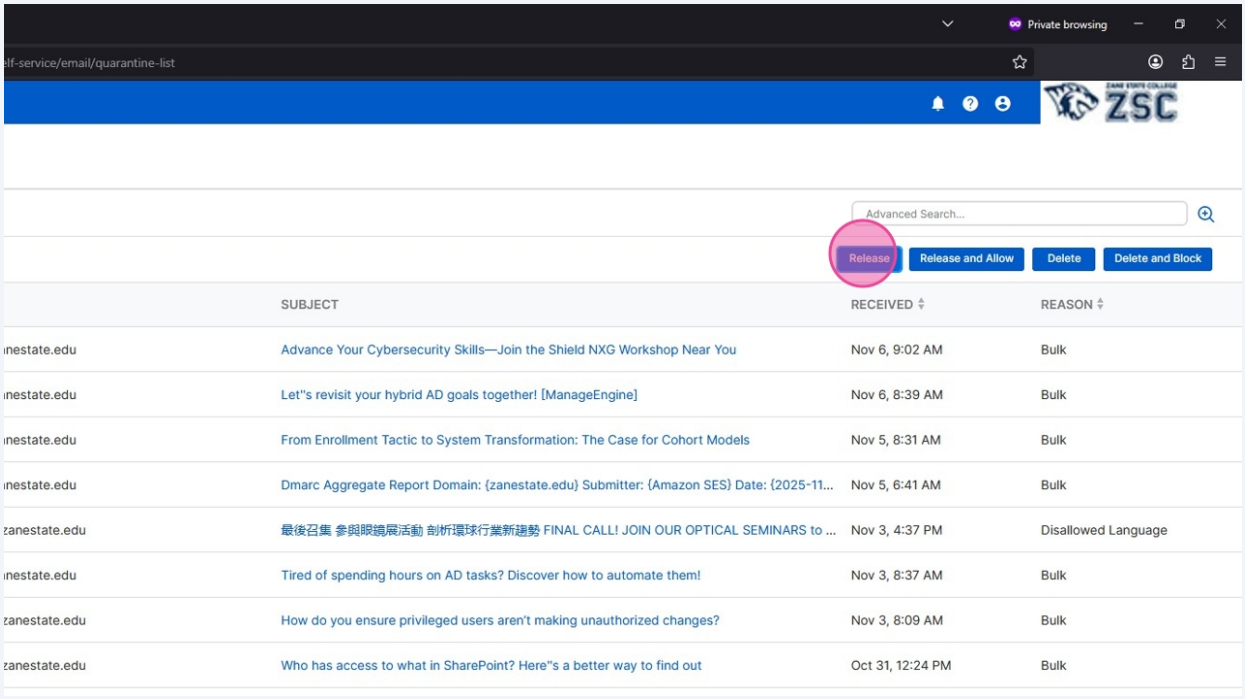
7 Click the "Sign in" button and Complete your Multi-Factor Authentication



8 Click the "Quarantine" Box to Review All Quarantined Email



9 Select any Emails you Feel are **Safe** by Clicking the Check Box to the Left of the Email. You May Select Multiple Emails if Wanted.



10 Click "Release". The Email(s) will Arrive in your Inbox or Junk folder.