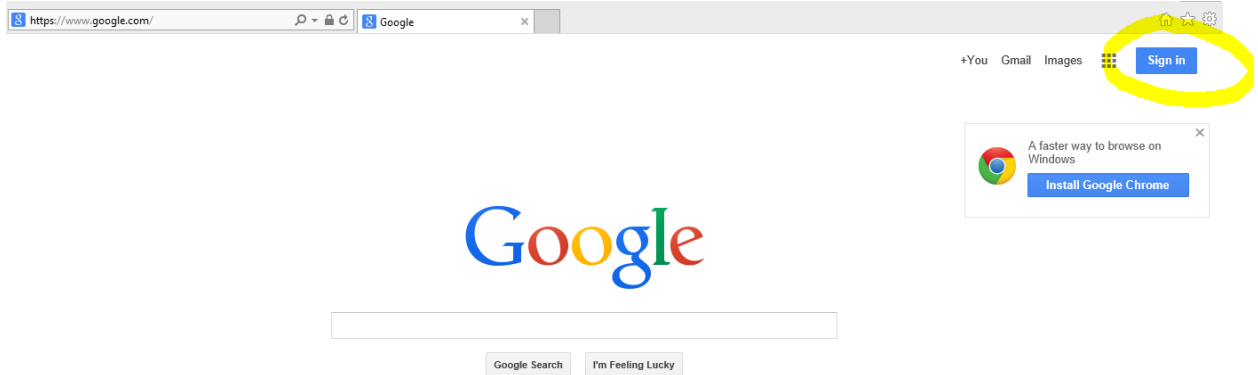
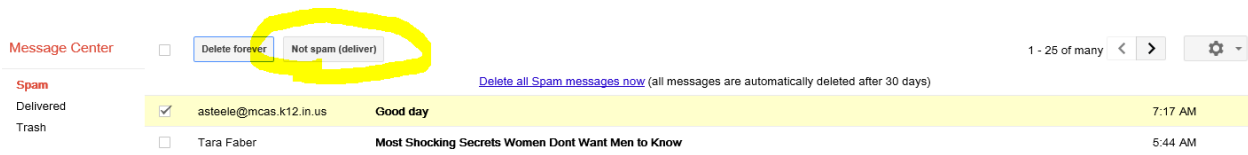


Google Message Center (SPAM quarantine)

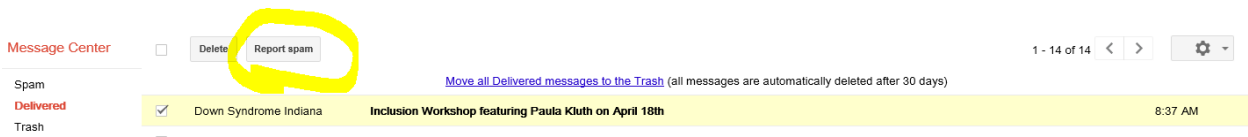
1. Go to www.google.com and sign in with you MCAS Google Apps username and password (name@mcas.k12.in.us). If you forgot your password or never signed into Google with your MCAS username and password please call x8359 or email support@mcas.k12.in.us



2. Then click go to, <https://email-quarantine.google.com/messagecenter> to see your quarantine. It is a good idea to save this link to your favorites.
3. There is no need to delete emails from here since they auto delete after 30 days.
4. If you want an email released to your Zimbra inbox, check the message(s) and click Not spam (deliver)



5. It will learn from your requests so you should keep getting messages from the email address(s) you mark as Not spam.
6. If you want a message blocked from your inbox, click on Delivered or the left side.
7. Check the email you want blocked and click Report spam.



If you have any question or concerns please email support@mcas.k12.in.us or call x8359 and we will resolve your issue in a timely manner.