

Microsoft Safe Links

Microsoft Safe Links scans your email for any potentially known malicious links. You will notice when you hover over the link in your email, at the bottom left-hand corner the links will be re-written. See below for what a URL will look like after it is rewritten.

<https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmail.cnn.com%2Fclick%3FEamVmZnJleS5wcmI6emlhQG1hcmlzdC5IZHU%2FCeyJtaWQ%0iIxnjgxOTIz>

Every re-written URL will start with the same beginning *https://nam01.safelinks.protection.outlook.com*

In some emails that are written in plain text versus HTML, you will see the fully rewritten link in the body of the email. See below for what the body of an email will look like if the link has been rewritten.

From: PayrollOffice@marist.edu <PayrollOffice@marist.edu>
Sent: Friday, June 2, 2023 9:04 AM
To: Miranda Marist <Miranda.Marist@marist.edu>
Subject: Time sheets for the pay period 5/20/2023 - 6/2/2023 are due before 5:00pm today.

Good morning, Miranda.

It is time to complete your time sheet for the pay period 5/20/2023 - 6/2/2023 and submit it for approval by accessing the Human Resources Tab in <https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmy.marist.edu%2F&data=05%7C01%7CMiranda.Marist%40marist.edu%7C6a986046533341e5d69108db6390277e%7C14a1af9eb28c4b27b24325c33db6fffa%7C0%7C0%7C638213243011562330%7CUnknown%7CTWFpbGZsb3d8eyJWljoIMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IjEhaWwiLCJXVCi6Mn0%3D%7C3000%7C%7C%7C&sdata=m5zaBPIU7t3VtYDk3k2lkyiBvMHGrVzgT%2FTp74Vxkb0%3D&reserved=0>.

If you have any questions or concerns, please contact the Payroll Office.

Safe Attachments

Documents attached to emails will be evaluated for malware and other threats in a self-contained environment. Artificial Intelligence (AI) is used to determine and analyze if there is anything malicious. The mail is then passed off to the mailbox if the attachments are deemed safe.

Personal Quarantine

Email messages that appear to be phishing or malicious in some way will be stored safely within Microsoft, and the individual will receive a notification to safely review the messages that are in their personal quarantine. Please see below for an example of what a personal Quarantine notification email will look like. **If you are uncertain about a missing email, please continue to call the Help Desk.**



[EXTERNAL EMAIL]



Review These Messages

1 messages are being held for you to review as of **5/18/2023 9:22:47 PM (UTC)**.

Review them within **15 days of the received date** by going to the [Quarantine page](#) in the Security Center.

Prevented spam messages

Sender:

Subject:

Date:

[Review Message](#)

[Release](#)

[Block Sender](#)

To Review Personal Quarantine:

1. Click on Review Message, where you will be brought to a web page displaying your personal quarantine.
2. You can view the information for that specific message. View the message pop-out, if you want to Preview the message select the three dots towards the top of the pop-out and select Preview Message.
3. After reviewing the message in the quarantine, you can select "Release Email". When releasing an email message, you must be certain, it is a legitimate email. Be careful of phishing emails, and or spam emails that may look legitimate. If you feel the message is not legitimate you can click on the "X" at the top of the pop-out screen.