How to Quarantine Emails
Using the Quick Step

To quarantine DCL3 e-mail in Outlook using a Quick Step, take the following steps.

1. You can sort your categories in the e-mail list by clicking the *Category* header in the inbox. This will separate your e-mails by category. You will see the DCL3 data containing e-mails you marked with the *IF* category. They should appear at the top of the e-mail list or at the bottom.
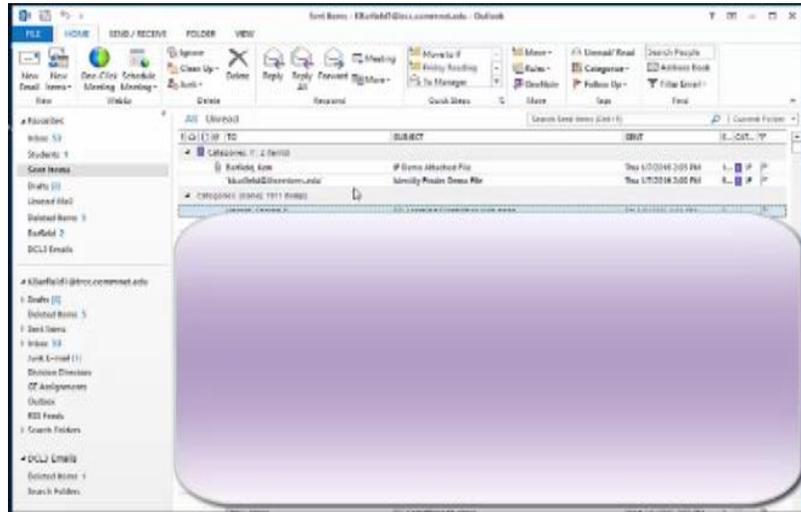
2. There are multiple ways to move the *IF* category e-mails.
   - You can click and drag each e-mail to the *DCL3 Emails* folder or select multiple folders and then click and drag.
   - Another way is to use the *Move to IF* quick step, you have made earlier by selecting the e-mails and pressing the button in the *Quick Step* group or by using the assigned shortcut key while having the e-mails selected.

It's not the future. It's now.

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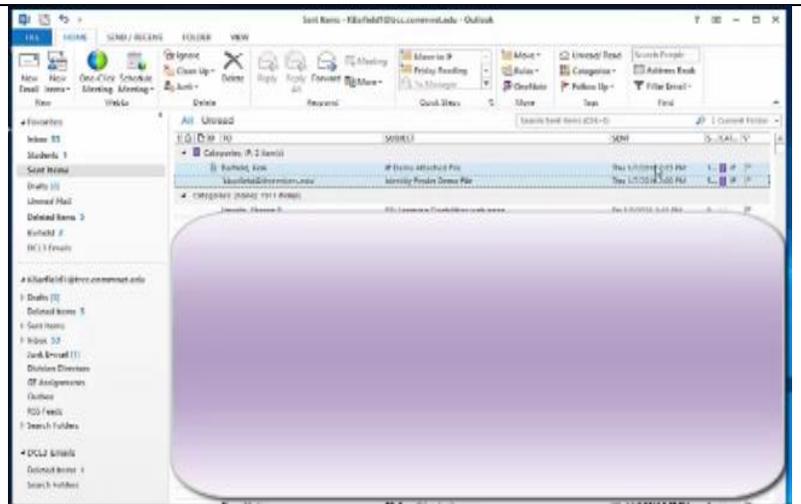
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3. Remember to go through all of your folders to check for *IF* categorized e-mails.	

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