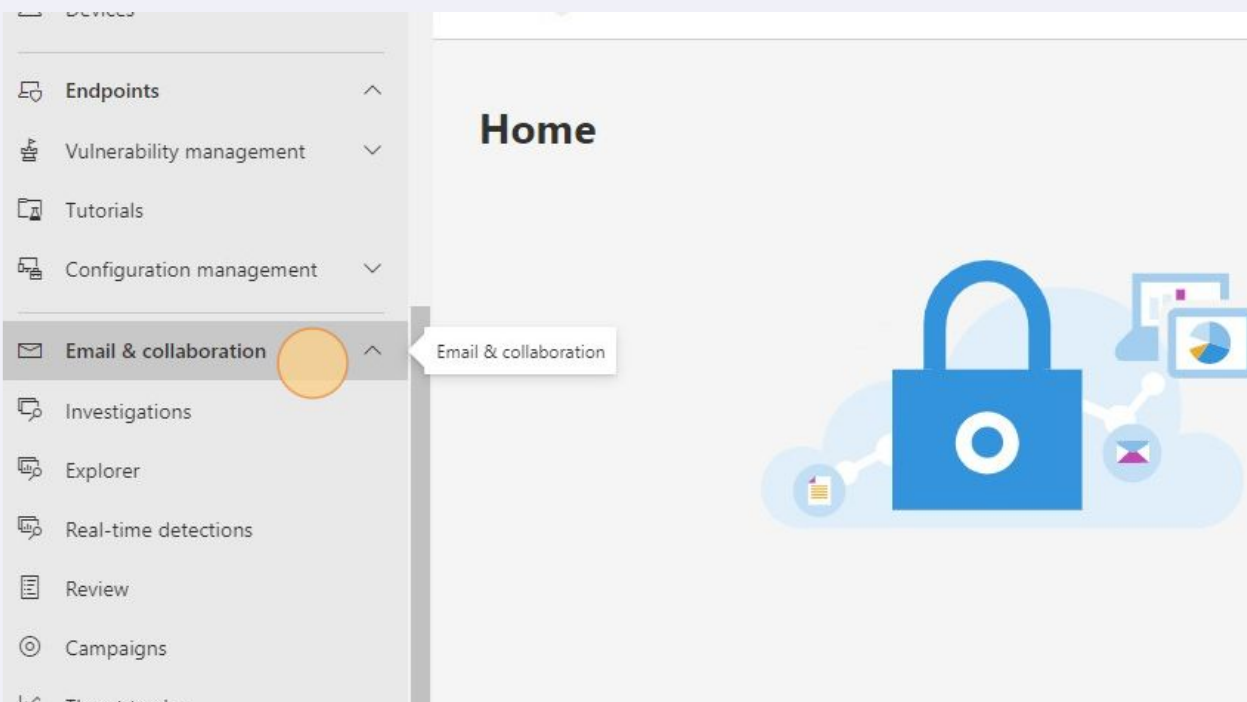


How to Configure a Quarantine Policy in Defender for Microsoft 365

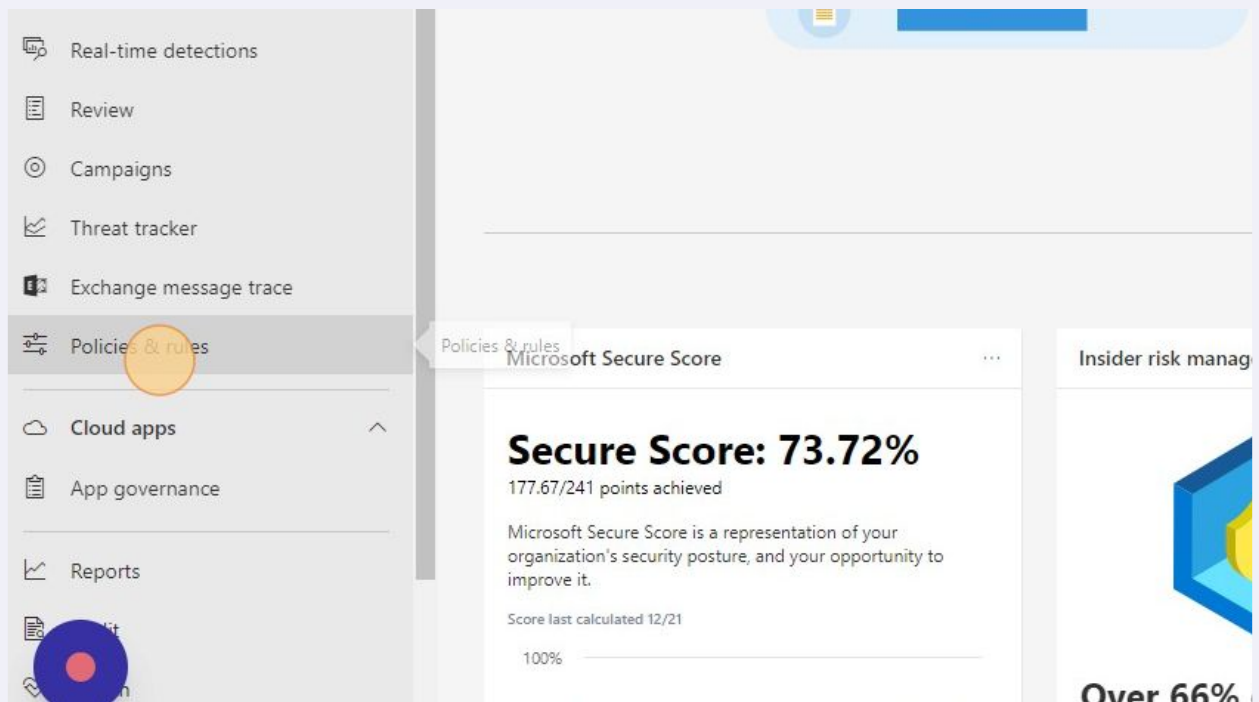
In this guide, we cover how to create a quarantine policy, which is required for most security settings.

1 Navigate to security.microsoft.com

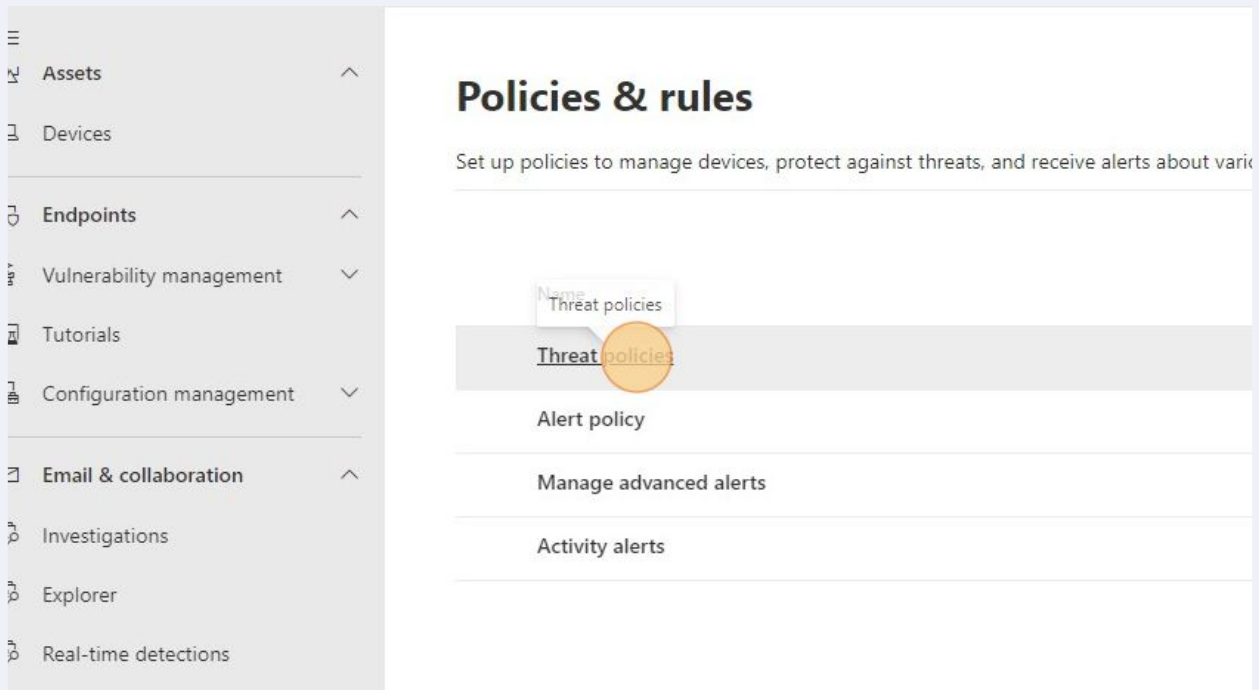
2 Click "Email & collaboration"



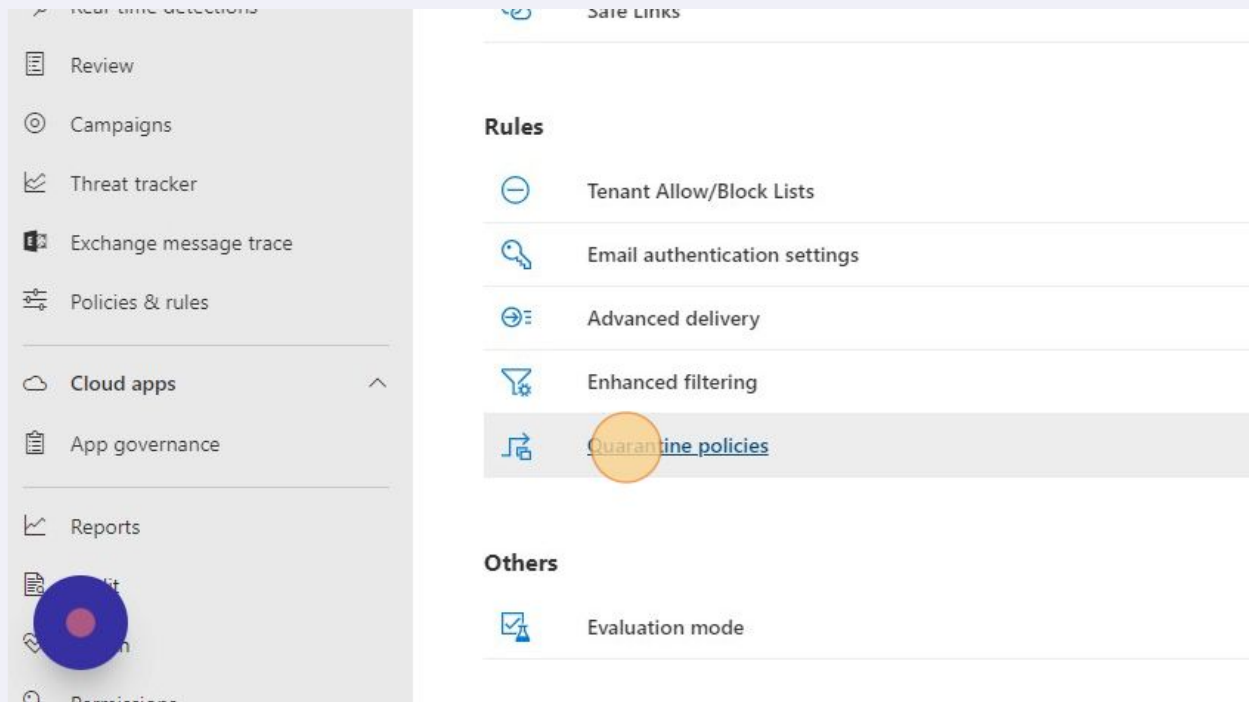
3 Click "Policies & rules"



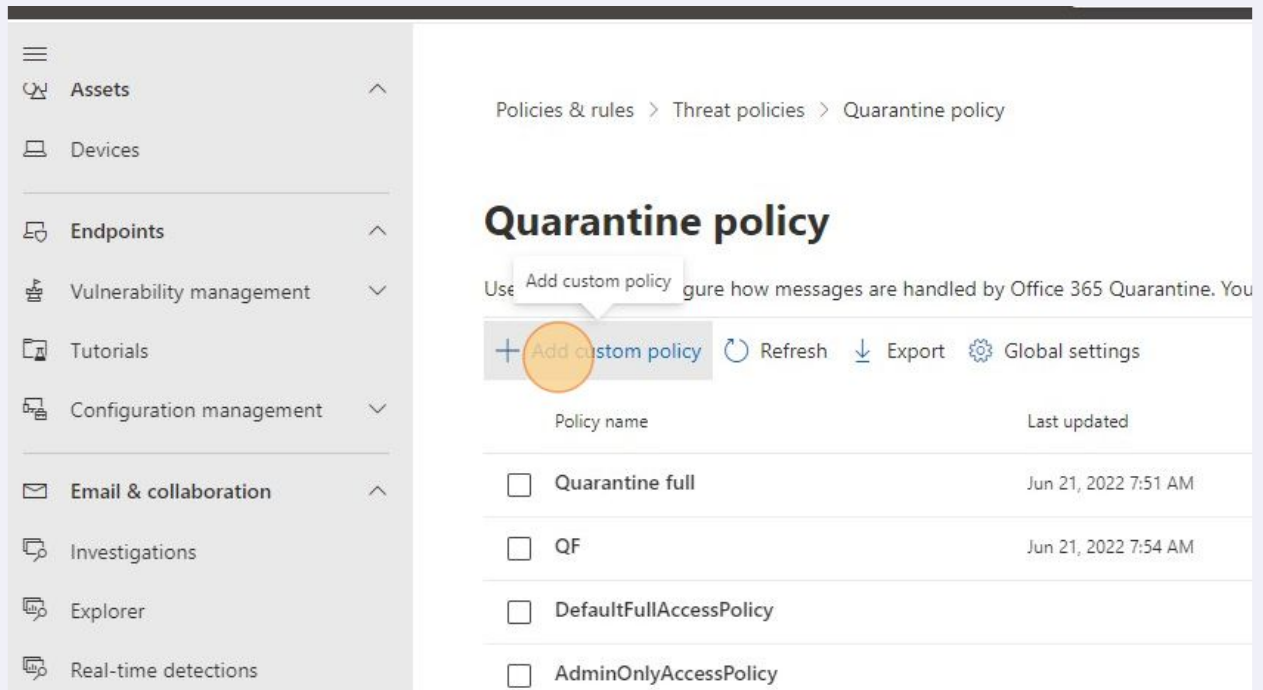
4 Click "Threat policies"



5 Click "Quarantine policies"



6 Click "Add custom policy"



7

In the "Policy name" field, enter "Default Quarantine Policy"

policy

Policy name

Recipient message access

Quarantine notification

Summary

Policy name

Policy name *

8

Click "Next"

Use this page to

+ Add custom

Policy name

☐ Quarant

☐ QF

☐ Defaultf

☐ AdminC

☐ Recipient message access

☐ Quarantine notification

☐ Summary

Policy name

Policy name *

Default Quarantine Policy

Next

9

Set "Recipient message access"
to
"Limited access"

Policy name

Recipient message access

Quarantine notification

Summary

Recipient message access

Specify what access you would like recipients to have when this quarantine policy is applied to a message.

Recipient message access *

☒ **Limited access**
Recipients can view quarantined messages, but they cannot release messages from the quarantine state

☐ **Set specific access (Advanced)**
Specify exactly what recipients can do with quarantined messages

10

Click "Next"

Policy name

Recipient message access

Quarantine notification

Summary

Recipient message access

Specify what access you would like recipients to have when this quarantine policy is applied to a message. [Learn more about recipient message access](#)

Recipient message access *

☒ **Limited access**
Recipients can view quarantined messages, but they cannot release messages from the quarantine state

☐ **Set specific access (Advanced)**
Specify exactly what recipients can do with quarantined messages

With Limited access recipient will preview message, request message release, delete message, and block sender
With Limited access recipient will not release message

Back Next

11 Enable "Quarantine notification"

The screenshot shows a web interface for configuring a new policy. On the left, a vertical progress bar indicates four steps: 'Policy name' (checked), 'Recipient message access' (checked), 'Quarantine notification' (selected with a blue dot), and 'Summary' (unchecked). The main content area is titled 'New policy' and is split into two columns. The right column is titled 'Quarantine notification' and contains a single toggle switch labeled 'Enable', which is currently turned on (indicated by an orange circle with a checkmark).

12 Click "Next"

This screenshot shows the same 'New policy' configuration page as in step 11, but with additional UI elements. On the left, a sidebar menu is visible with a 'Policies & rules' section containing a 'Quarantine' item. The main progress bar remains the same. At the bottom of the page, there are three buttons: 'Back' (disabled), 'Next' (highlighted with an orange circle), and 'Cancel' (disabled).

13 Review the details and click "Submit"

Policies & rules

Quarantine

Use this page to

+ Add custom

Policy name

☐ Quarantine

☐ QF

☐ Default

☐ AdminC

New policy

- Policy name
- Recipient message access
- Quarantine notification
- Summary**

Review policy

Tag name

Name Default Quarantine Policy

[Edit](#)

User message access

Recipient can:

- request to release the message from quarantine
- block sender
- delete the message
- preview the message

[Edit](#)

Quarantine notification

Enabled Yes

[Edit](#)

[Back](#) [Submit](#) [Cancel](#)