Log into the Bitdefender portal with your company username and password -
https://cloud.gravityzone.bitdefender.com/
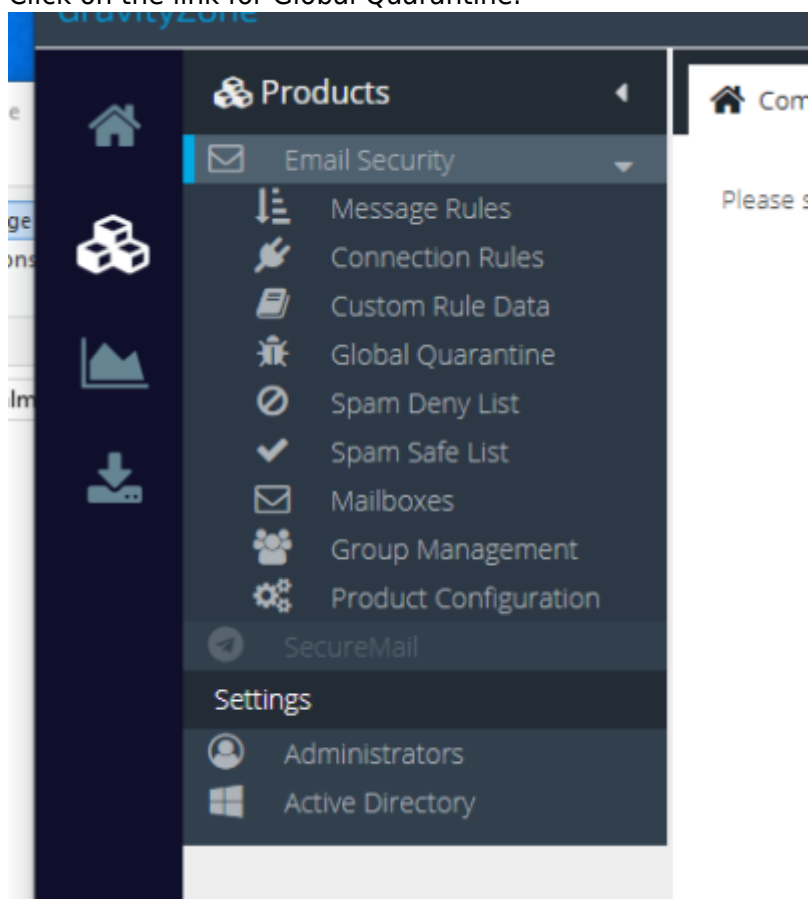
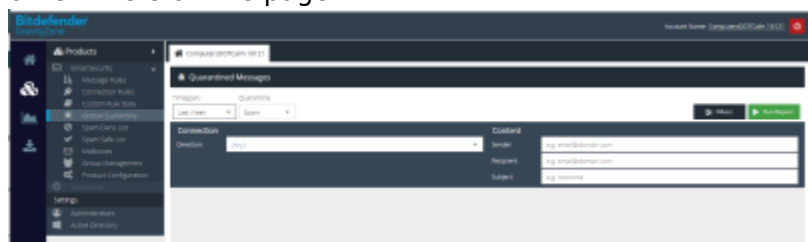Once logged in, click on the Email Security link on the left hand side:
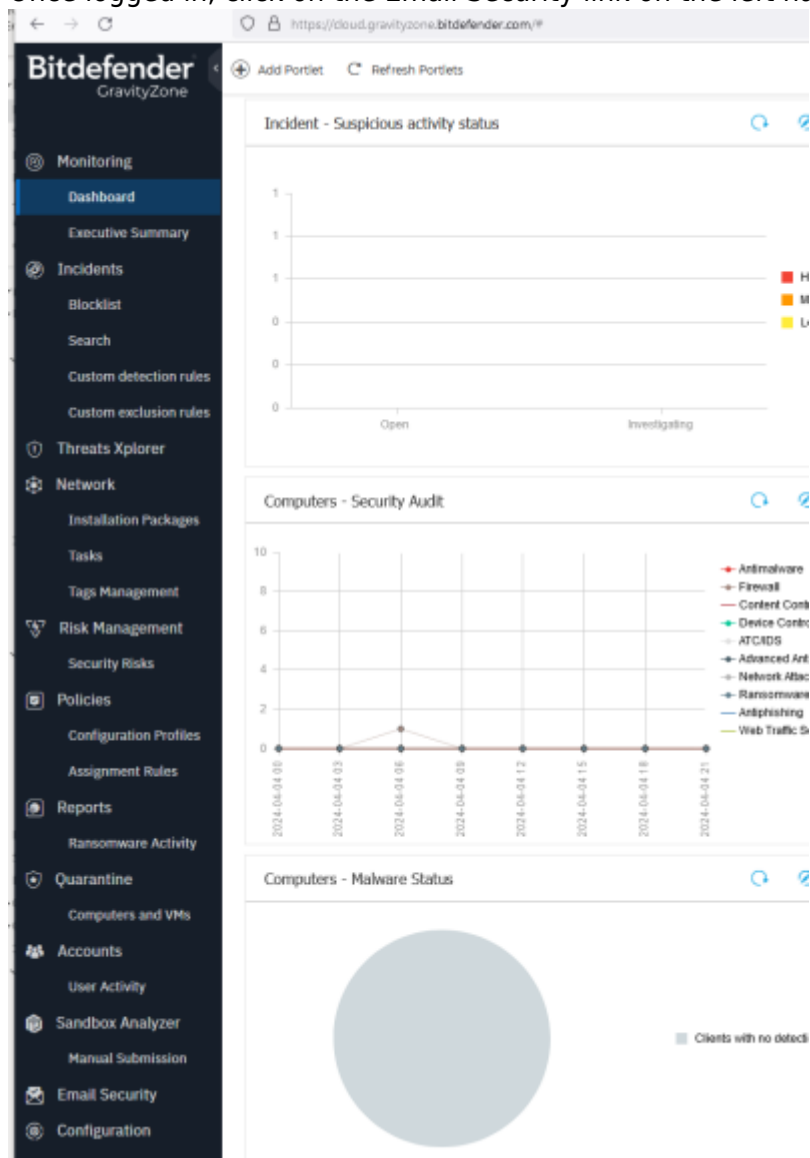
Once in the Email Security Portal, click on the Products icon on the left
hand side.
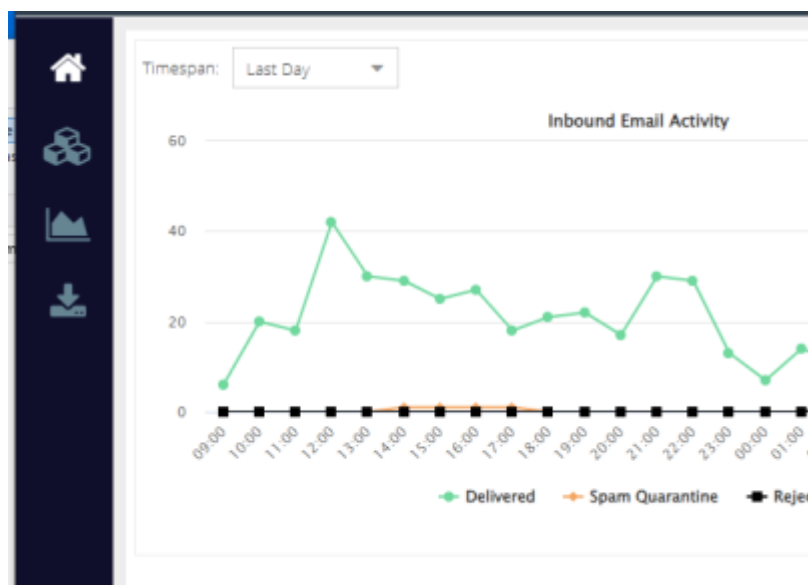
Click on the link for Global Quarantine.

Once the form loads, you can adjust the Timespan from the top drop down menu as well as any of the other filters on the page.

Click the Run Report button when ready to see a list of emails stuck in quarantine for the time period you selected.

You can achieve multiple objectives with this report.

You will see the list of suspected emails, who they were from, who they were sent to and why the have been quarantined.

If you click on the Subject line for the email you want to investigate, this will open a representation of that email in a safe sandbox form to protect your from anything in that email that might be suspicious. After looking at the email, you can determine if in fact this is a legitimate email or is in fact Spam or possibly malware.

If you click on the Magnifying glass at the right, it will show you all of the details for the email as well as any attachments or links in the email. Be very careful about clicking on any of the links as this will remove you from the safe sandbox environment and take you directly to that link.