



The Proofpoint email filtering system places messages that are suspected to be spam or other unwanted email into your personal Quarantine, where they are held for 14 days to give you time to review them. After 14 days, the messages will be purged from the system and there is no way to retrieve them.

By default, you will receive an End User Digest at 2:00 PM each day if messages have been placed into your Quarantine since the last Digest was sent. If you do not wish to receive a Digest or wish to receive a Digest every day even if there are no new messages to report (recommended), you can change these options in your personal settings on the Web Console (Review the “Manage My Account” section).

Welcome E-mail

Your initial e-mail will be a Welcome e-mail from Proofpoint and will include a link to “Manage My Account”. Please see the “Manage My Account” section for further detail.



Welcome to Proofpoint
For

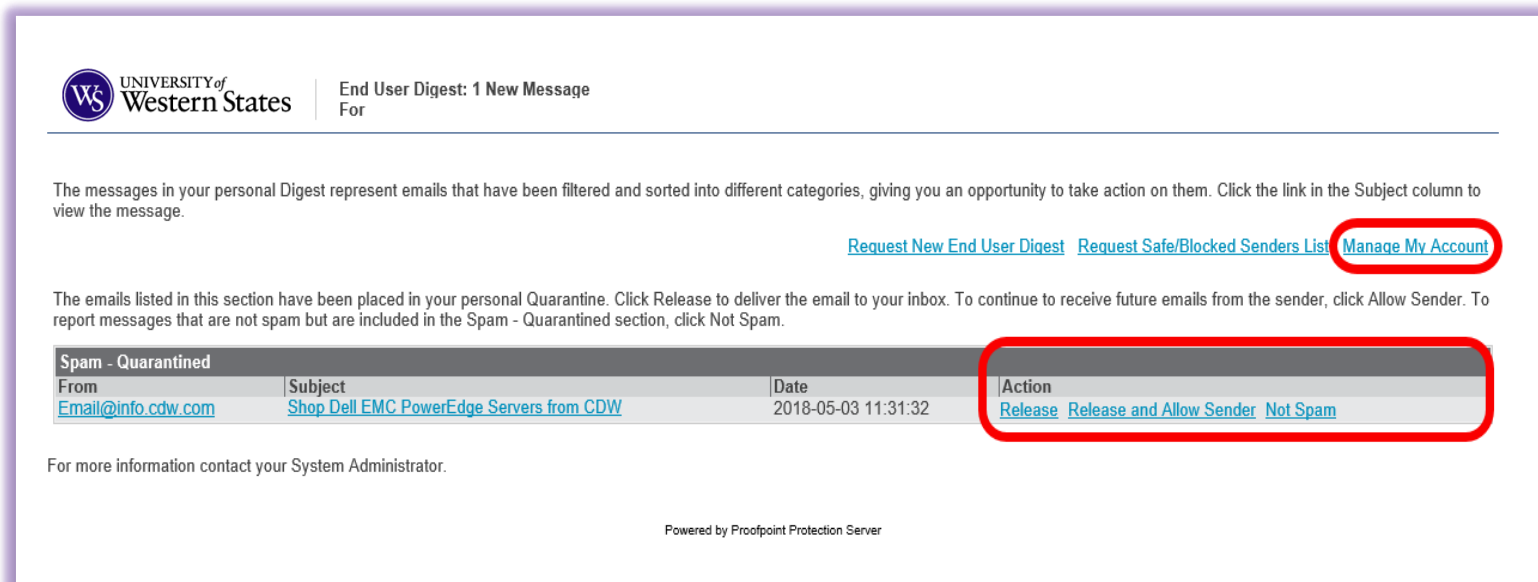
An account has been created for you to manage your personal safe senders and blocked senders lists and to manage your personal quarantine

[Manage My Account](#)

End User Digest

Below is an example of what you will see in your Daily Digest. The messages in your personal Digest represents emails that have been filtered and sorted into different categories, giving you an opportunity to take action on them. Click the link in the Subject column to view the message.

The emails listed have been placed in your personal Quarantine. Click Release to deliver the email to your inbox. To continue to receive future emails from the sender, click Allow Sender. To report messages that are not spam but are included in the Spam/ Quarantine section, click Not Spam.



UNIVERSITY of Western States | End User Digest: 1 New Message For

The messages in your personal Digest represent emails that have been filtered and sorted into different categories, giving you an opportunity to take action on them. Click the link in the Subject column to view the message.

[Request New End User Digest](#) [Request Safe/Blocked Senders List](#) [Manage My Account](#)

The emails listed in this section have been placed in your personal Quarantine. Click Release to deliver the email to your inbox. To continue to receive future emails from the sender, click Allow Sender. To report messages that are not spam but are included in the Spam - Quarantined section, click Not Spam.

Spam - Quarantined			
From	Subject	Date	Action
Email@info.cdw.com	Shop Dell EMC PowerEdge Servers from CDW	2018-05-03 11:31:32	Release Release and Allow Sender Not Spam

For more information contact your System Administrator.

Powered by Proofpoint Protection Server

Actions

Click [Release](#) to move the message to your Inbox.

Click [Release and Allow Sender](#) to add the sender's email to your safe sender list.

Click [Not Spam](#) if the email is from a trusted sender.

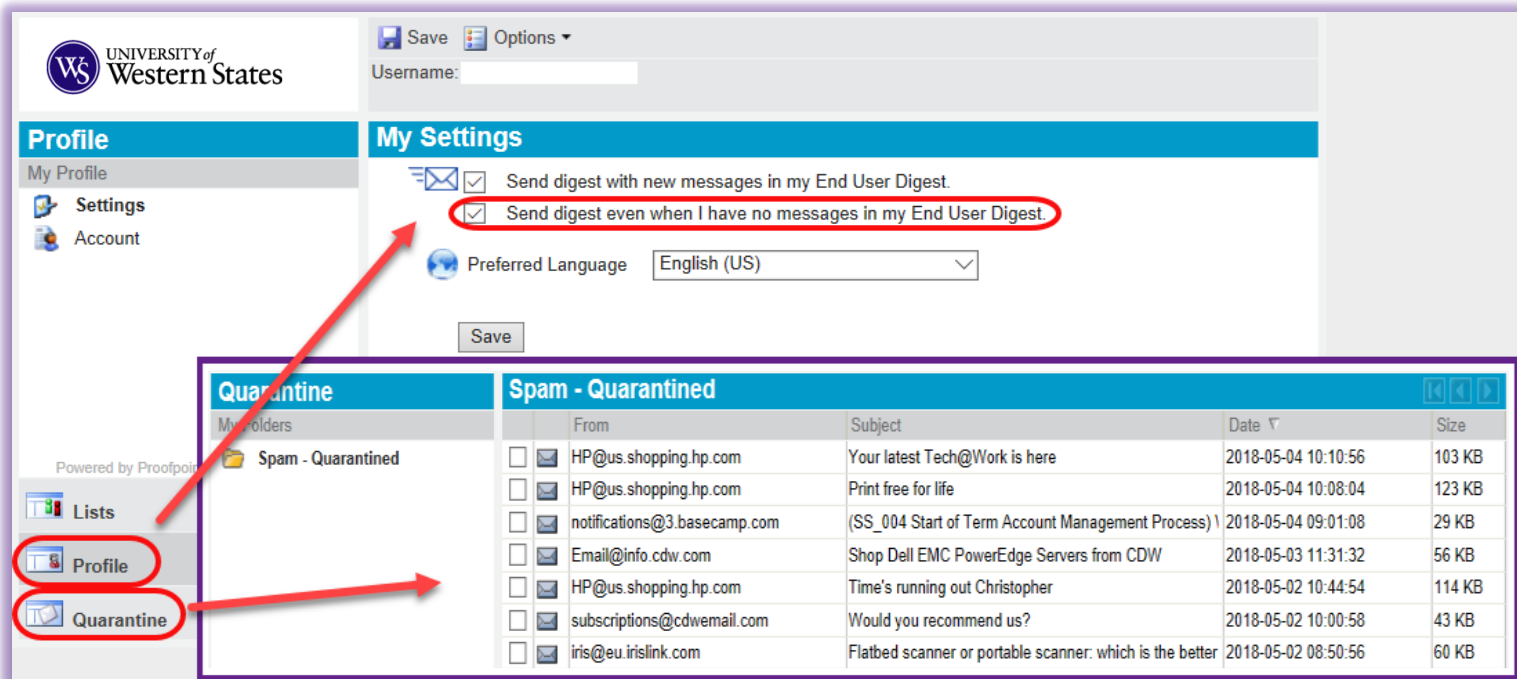
Click [Manage My Account](#) to edit safe senders, blocked senders and digest settings.

Manage My Account

It is our recommendation to turn on daily digest to send even if there are no messages in the End User Digest. You can do this by selecting “Manage My Account” from the e-mail and navigating to “Profile”. Once there, place a check mark in the box that says “Send digest even when I have no messages in my End User Digest”.

You can also review your current Quarantine via the “Manage My Account” page. This will show all current items in Quarantine, so there is no need to find all the messages and review each daily digest for the e-mails you may be looking to release.

Note: There are no login credentials for this. It is authenticated via the e-mail you received.



The screenshot displays the 'Manage My Account' interface. On the left sidebar, the 'Profile' and 'Quarantine' links are circled in red. The main content area is divided into 'Profile' and 'My Settings' sections. In the 'My Settings' section, two options are checked: 'Send digest with new messages in my End User Digest' and 'Send digest even when I have no messages in my End User Digest'. The second option is circled in red. Below this, the 'Preferred Language' is set to 'English (US)'. A 'Save' button is visible. At the bottom, the 'Quarantine' section shows a table of quarantined emails.

	From	Subject	Date	Size
<input type="checkbox"/>	HP@us.shopping.hp.com	Your latest Tech@Work is here	2018-05-04 10:10:56	103 KB
<input type="checkbox"/>	HP@us.shopping.hp.com	Print free for life	2018-05-04 10:08:04	123 KB
<input type="checkbox"/>	notifications@3.basecamp.com	(SS_004 Start of Term Account Management Process)	2018-05-04 09:01:08	29 KB
<input type="checkbox"/>	Email@info.cdw.com	Shop Dell EMC PowerEdge Servers from CDW	2018-05-03 11:31:32	56 KB
<input type="checkbox"/>	HP@us.shopping.hp.com	Time's running out Christopher	2018-05-02 10:44:54	114 KB
<input type="checkbox"/>	subscriptions@cdwemail.com	Would you recommend us?	2018-05-02 10:00:58	43 KB
<input type="checkbox"/>	iris@eu.irislink.com	Flatbed scanner or portable scanner: which is the better	2018-05-02 08:50:56	60 KB