SPAM FILTER

proofpoint>
## essentials

Quick Start User Guide

Getting Started

1. Account Registration with Forced O365 corporate login:

Step #1. Find the email titled "Your New Proofpoint Essentials account!" in your Inbox.
Sent by do-not-reply@proofpointessentials.com

Step #2. Click the website address highlighted within the email, us1.proofpointessentials.com (also linked here). DO NOT click the "Set Password" button if accessing from the email message.
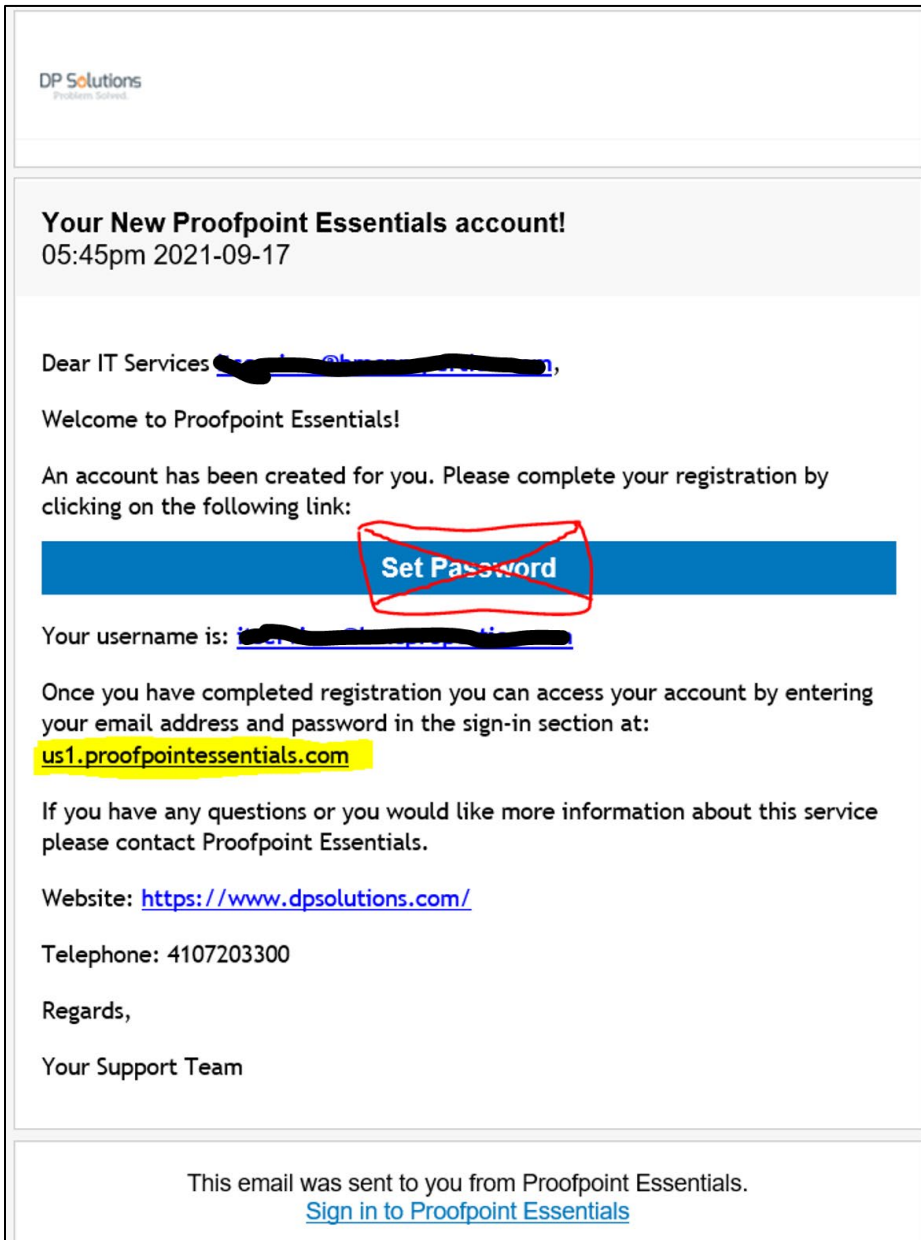
Step #3. At the Proofpoint login page, enter your <mark>Corporate O365 email address</mark> into box and hit the "<mark>Sign In</mark>" button.
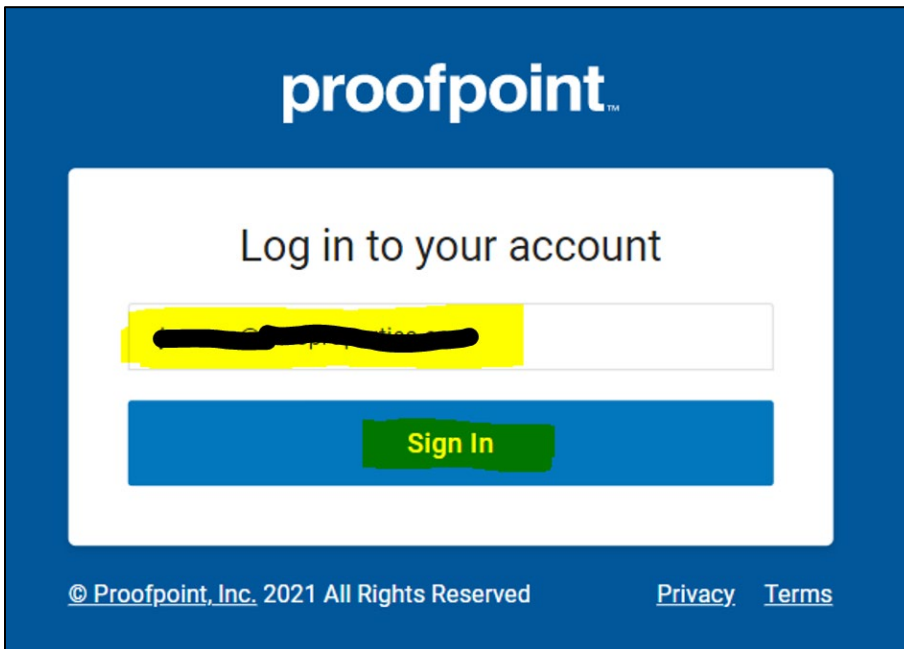
Step #4. At the Microsoft window, hit the "<mark>Accept</mark>" button in the bottom right corner. **Your account is setup!**
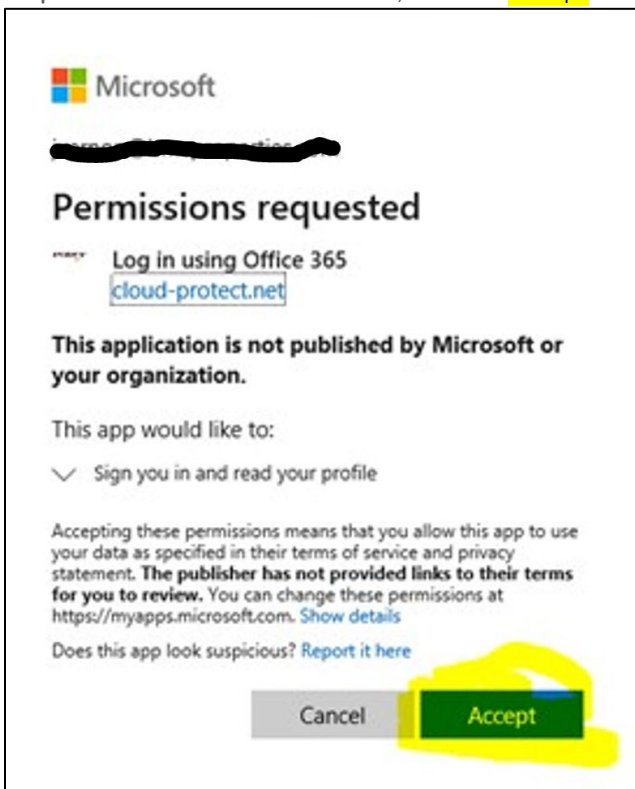
2. View Your Quarantined Emails

To see your Quarantine emails, click on the **Quarantine** tab.

To view a quarantined email:
1. Click on the **View** button next to email you wish to view.
Download: Will download a copy of the email to your local desktop.
Release: Will release the email so that it is delivered to your mailbox.
Hide from Logs: Will hide the email from your logs for 30 days.
2. Click on the **Close** button to close the email view.
You can only view emails that have been quarantined.

To take an action with a selected email:
1. **Check the checkbox** next to the email you wish to take action on.
2. Select the **Actions** drop-down list.
3. Choose the **action**.
• *Release from Quarantine:* Will release the selected email from the quarantine.
• *Resend (Instant Replay) *:* Will resend the selected message to the user inbox.
• *Not Spam:* Will classify the email as not spam.
• *This is Spam:* Will classify the email as spam.
    • *Hide from Logs:* Will hide the email from your logs for 30 days.
4. Click **Apply**.

3. Set Your Preferences

From the main screen, click on the **Settings** tab to adjust your User Preferences.

Profile
Use this page to update your personal information. You can also access this screen by clicking on your name in the header and selecting Profile.

Aliases
Use this page to view all the aliases addresses registered to your account. An alias is another email address that is registered to you. For example: jane.smith@seroom.com may also have the alias: jsmith@seroom.com. Emails to both addresses will arrive at Jane Smith's inbox.

Spam
Use this page to make changes to your spam settings. Spam settings are used to determine how aggressive Proofpoint Essentials spam engines should be for your account.

Digests
This page allows you to change your quarantine digest delivery settings.

Groups
This page will display any groups that you belong to.

Sender Lists

Sender lists allow you to define senders (someone@domain.dev) or domains (domain.dev) that you wish to either receive or block email from.

Disclaimer

A disclaimer is a block of content that will be added to all your outbound emails. This is only applicable to companies who send outbound email through Proofpoint Essentials. You should contact your company administrator if you wish to use disclaimers.

4. Use as an Emergency Inbox

The Emergency Inbox allows users to send and receive email when their company mail systems are offline, either for planned maintenance or an unexpected outage. The Emergency Inbox will automatically begin populating your email when your mail systems stop receiving email. And will clear out once your systems are functioning again. You should contact your company administrator to learn more about when to use the Emergency Inbox.

5. Using your quarantine digest to improve spam detection

You can use the Digest to inform Proofpoint of messages that should be approved and are not spam, that are definitively spam, and other options in the Digest.

Digest Settings

The Digests tab provides access to the Quarantine digest settings and facilitates the ability to generate a new and current summary report for the end user. To find the settings:

Navigate to Administration > Account Management >Digest.

Digest Actions

The generated report contains a detailed list of items currently present in the user email Quarantine. The report allows users to:

Preview	Allows the user to preview the message that was quarantined.
Release Email	Allows the user to release a specific email from a sender one time. This release function dose not update the Proofpoint Essentials spam learning engine and does not create any rules in relation to the sender.
Release & Approve	Allows the user to have the desired message released immediately and inform Proofpoint Essentials to create a Whitelist(Allow) rule between the sender and recipient so that mail will not be qualified as Spam from this sender in future. It further helps the Proofpoint Essentials engine learn that this sender is not a spammer and update our understanding for the entire company.
Block	Adds the sender to the blocked sender list to ensure these messages are blocked regardless of content in the future.
Request New Digest	Requests the latest version of the digest to be delivered to your Inbox.

An example Quarantine Digest is shown below:

> **⊖** If you get an error saying you are unable to release it maybe categorized as PHISH. Phish email will need admin rights to release. Contact your admin with details of the message so they can release it for you.