

Release Emails from Quarantine

If a legitimate email message is mistakenly quarantined, you can release it to your Inbox from the Digest.

- To deliver legitimate email to your Inbox, simply click the **Release** link next to the desired message. A web browser window will open, indicating the message was released from Quarantine. There is no need to log in to Proofpoint.

Safe and Blocked Senders

The *Safe Senders* list is simply a list of approved senders of email. When a sender address is included in the Safe Senders list, the Proofpoint Protection Server does not filter the message for spam. Messages will still be filtered for a virus or inappropriate content.

A *Blocked Senders* list contains addresses of people or mailing lists from whom you do not wish to receive “junk” email.

- To mark an email address as safe, simply click the **Safelist** link next to the appropriate email message in the Digest.
- To see your list of personal Safe Senders or Blocked Senders, click the **Request Safe/Blocked Senders** link in your Digest email message.
- Click the **Manage My Account** link in your Digest to create a list of Safe Senders or Blocked Senders or to change your language preference. A web browser opens, allowing you to add or edit your lists.
- Click **New** to add a Safe Sender to the list.

Safe Senders List

Please specify email address or Internet domain to add to Safe Senders List

When you add a domain name (e.g., yahoo.com) to the Safe Senders list, all email addresses from that domain will be considered “safe.” To restrict the safe list to specific senders, simply enter their full email address (e.g., john.doe@yahoo.com).

The screenshot shows an email client window titled "End User Digest: 19 New Messages - Message (HTML)". The email content includes the Proofpoint logo and a list of quarantined messages. Red callout boxes provide instructions for various actions:

- Click View to see the message.** (points to the 'View' link in the table)
- Click Release to deliver a message to your inbox.** (points to the 'Release' link in the table)
- Click Safelist to add this sender to your Safe Senders list.** (points to the 'Safelist' link in the table)
- Click Not Spam to report the message to Proofpoint.** (points to the 'Not Spam' link in the table)
- Click Request New End User Digest to view all quarantined messages.** (points to the 'Request New End User Digest' link)
- Click Manage My Account to add or remove email addresses from your Safe or Blocked senders list and change language preference. This link opens the Web Application in a browser. (See the other side of this page for an illustration.)** (points to the 'Manage My Account' link)

View	Release	Safelist	Not Spam	Score	From	Subject	Date
View	Release	Safelist	Not Spam	100	JulietcrosscutRomo@wiktionary.org	Small Business Funding	2008-02-06 14:54:55
View	Release	Safelist	Not Spam	99	-san	To: celia	2008-02-06 14:11:03
View	Release	Safelist	Not Spam	100	Lawa	FW: Renew your qualification.	2008-02-06 14:10:24
View	Release	Safelist	Not Spam	100	ho@	Save 85% on your medications. Coupon #NZsme	2008-02-06 13:54:52
View	Release	Safelist	Not Spam	100	yww	Take PhD that you deserve of Established First- Rate Institution.	2008-02-06 13:43:54
View	Release	Safelist	Not Spam	100	lvycopenhagenGomes@veracon.net	perfectly crafted rolex	2008-02-06 12:52:16
View	Release	Safelist	Not Spam	100	AutumncokeDawkins@ forgetcassettes.com	Loans - Small Business	2008-02-06 12:33:44
View	Release	Safelist	Not Spam	100	Tracietender		2008-02-06 11:40:18
View	Release	Safelist	Not Spam	100	hale@toyota		2008-02-06 11:37:53
View	Release	Safelist	Not Spam	100	Bettiesearch		2008-02-06 11:37:52
View	Release	Safelist	Not Spam	100	_fauzi@99n.		2008-02-06 11:01:25
View	Release	Safelist	Not Spam	100	octangle@Cf		2008-02-06 10:59:41
View	Release	Safelist	Not Spam	100	gl198		2008-02-06 10:58:57
View	Release	Safelist	Not Spam	100	@technoconsult.com	quarterback: Get her back with this. for men and women	2008-02-06 10:30:01
View	Release	Safelist	Not Spam	100	pranac@maik.lm.lt	From: Medicine news	2008-02-06 10:28:27
View	Release	Safelist	Not Spam	100	ragland@fuse.net	4 mens health	2008-02-06 10:27:13
View	Release	Safelist	Not Spam	100	MariandifficultVigil@ traditionalmedicinals.com	diamond Replicas	2008-02-06 09:16:20
View	Release	Safelist	Not Spam	100	lrmastagnateSelf@commandercody.com	Your life	2008-02-06 09:13:47
View	Release	Safelist	Not Spam	100	-diw@aacclists.org	To: celia	2008-02-06 08:33:51

Proofpoint Overview

Proofpoint is an application that provides spam, virus, and content policy infrastructure to this organization's email accounts.

All incoming email is inspected by the Proofpoint Messaging Security Gateway as soon as it arrives at our organization. Messages that contain a virus, spam, or inappropriate content are sent to a Quarantine area.

If email messages addressed to you end up in the Quarantine, you will receive a notification, called Digest, in your Inbox.

Release Messages from the Quarantine – Web Application

The illustration on this page provides an example of the End User Web Application – it displays in a browser. There are two ways to launch the Web Application:

- Enter the URL provided to you by your email administrator in a browser.
- Click the **Manage My Account** link in the email Digest. (Shown on the other side of this page.)

After you log in to the Web Application, you can:

- Release your email messages from the Quarantine. Select the message check box and click **Release**.
- Add senders to your Safe Senders and Blocked Senders lists. Click **Lists** on the left side of the window, and then click **New** to add a Safe Sender to the list. The procedure is the same for your Blocked Senders list.
- Change your Digest preferences. Click **Profile** on the left side of the window.

The screenshot displays the Proofpoint web application interface. At the top, there is a navigation bar with the Proofpoint logo, a search bar, and several utility links: Find, Release, Not Spam, Safelist, and Options. The Options menu is open, showing 'Select All', 'Unselect All', 'Request Digest', and 'Refresh'. Below the navigation bar, the main content area is titled 'Quarantine' and shows a list of email messages. The messages are displayed in a table with columns for 'Score', 'From', 'Subject', 'Date', and 'Size'. The 'Audit Messages' folder is highlighted in the left sidebar. A red box points to the 'Audit Messages' folder with the text: 'The Audit Messages folder is only available if you administrator enabled this feature.' Another red box points to the 'Not Spam' link in the top navigation bar with the text: 'Click Not Spam to report a false positive.' A third red box points to the 'Release' link in the top navigation bar with the text: 'To release a message from the Quarantine to your inbox, select the check box next to the message and click the Release link.' A fourth red box points to the 'Lists' link in the left sidebar with the text: 'Select Lists to add senders to your personal Safe and Blocked lists.' A fifth red box points to the 'Profile' link in the left sidebar with the text: 'Select Profile to change your preferences.' A sixth red box points to the 'Quarantine' link in the left sidebar with the text: 'The current view is highlighted. Your messages in the Quarantine are currently displayed.' The bottom of the page shows the footer: 'Powered by Proofpoint Protection Server'.

Score	From	Subject	Date	Size
100	JeromepyracanthWagner@zabasear	Your order approved	2007-11-14 16:11:51	6 KB
100	maurits.807@na.iaa.org	venice1	2007-11-14 14:35:05	2 KB
100	Simonbin10Quinn@stul	ady to lend some cash regardless of Ci	2007-11-14 14:22:39	4 KB
100	BritneynudgeWhitlock	girl who would say she likes	2007-11-14 10:45:32	4 KB
100	ira@axel.ocn.ne.jp	Confirmation link	2007-11-14 09:45:52	6 KB
	icamediaBrewster@willieruff.c	Add extra inches to the length of your little soldier of lov...	2007-11-14 09:29:27	4 KB
	@ferndalelabs.com	Largest selection of watches	2007-11-14 07:10:48	4 KB
	an@paratype.com		2007-11-14 05:31:56	6 KB
	aslantMayer@lyriest		2007-11-14 04:50:06	1 KB