

# SPAM FILTER



## Quick Start User Guide

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# Getting Started

Once a Proofpoint account has been created for you, you will be able to log onto the ProofPoint portal. You will also start to receive a spam filter “Digest” report from ProofPoint each morning where you can manage your quarantined messages directly.

To access your spam filter account on the ProofPoint online portal, follow the below instructions

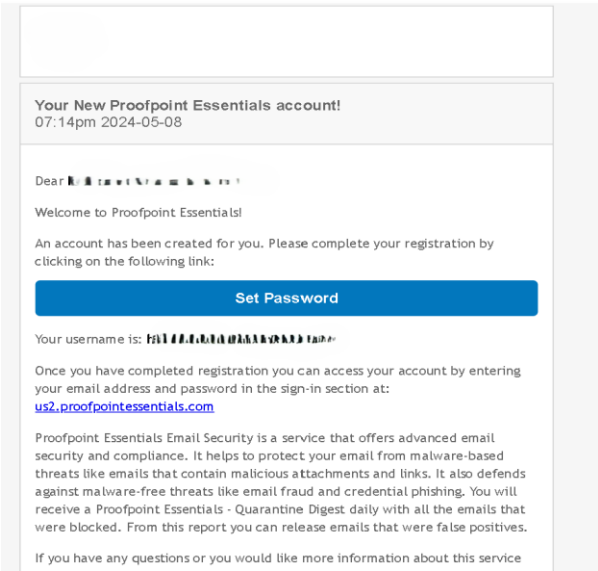
## 1. LOGGING IN

### Option 1: Account Registration

Once a Proofpoint account has been created for you, you will receive a Welcome Email that allows you to complete your registration and set your password.

To access your Proofpoint account, follow the instructions on your Welcome Email to complete your registration

Sample Welcome Email:



1. To log in to the Proofpoint Dashboard, open a web browser and navigate to: <https://us1.proofpointessentials.com/app/login.php>
- i. Enter your login email address and password.

**Note:** *If you do not have a password, click on “Forgot password” and an email will be sent to you with further instructions.*

## 2. VIEW QUARANTINED EMAILS

To see your Quarantine emails, click on the **Log Search** on the left side menu in the ProofPoint dashboard.

### To view a quarantined email:

a. Click on the **View** button (eye) 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.
- **Release and Report**: Will release the email and send a report to ProofPoint to Investigate why they blocked it.
- *Delete*: Will delete the email from your logs.

b. 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 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@contoso.com may also have the alias: jsmith@contoso.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@contoso.com](mailto:someone@contoso.com)) or domains (domain.com) 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.