

## Release Emails from Quarantine

If a legitimate email message is mistakenly quarantined, you can release it to your Inbox from the Daily 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., gmail.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@gmail.com).

The screenshot shows the 'End User Digest: 19 New Messages' interface. It includes a header with the Proofpoint logo and a table of quarantined messages. Red boxes with arrows point to specific links and actions:

- Click Request New End User Digest to view all quarantined messages.** (Points to the 'Request New End User Digest' link)
- Click View to see the message.** (Points to the 'View' link in the message table)
- Click Not Spam to deliver a message to your inbox and report the message to Proofpoint as allowed.** (Points to the 'Not Spam' link in the message table)
- Click Manage My Account to add or remove email addresses from your Safe or Blocked senders list and change language preferences. 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)
- Click Release to deliver a message to your inbox.** (Points to the 'Release' link in the message table)
- Click Safelist to add this sender to your Safe Senders list.** (Points to the 'Safelist' link in the message table)

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

## Proofpoint Overview

Proofpoint is an application that provides spam, virus, and content policy infrastructure to Schafer 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, Daily 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 following URL in a browser
  - <https://pp0.asolutions.com/10020>
  - **Username:** first.lastname
  - **Password:** Schafer.Ian password
- 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 shows the Proofpoint web application interface. The top navigation bar includes links for Find, Release, Not Spam, Safelist, and Options. The left sidebar shows the 'Quarantine' folder selected, with a sub-folder 'Audit Messages'. The main content area displays a list of quarantined messages with columns for Score, From, Subject, Date, and Size. A red box highlights the 'Audit Messages' folder, with a callout stating: 'The Audit Messages folder is only available if you administrator enabled this feature.' Another red box highlights the 'Release' link in the top navigation bar, with a callout stating: 'Click Not Spam to report a false positive.' A third red box highlights the 'Release' link in the bottom navigation bar, with a callout stating: '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 highlights the 'Lists' link in the bottom navigation bar, with a callout stating: 'Select Lists to add senders to your personal Safe and Blocked lists.' A fifth red box highlights the 'Profile' link in the bottom navigation bar, with a callout stating: 'Select Profile to change your preferences.' A sixth red box highlights the 'Quarantine' link in the bottom navigation bar, with a callout stating: 'The current view is highlighted. Your messages in the Quarantine are currently displayed.'

Score	From	Subject	Date	Size
100	JeromepyracanthWagner@zabasear	Your order approved	2007-11-14 16:11:51	6 KB
100	maurits807@na.iaa.org	venice1	2007-11-14 14:35:05	2 KB
100	SimonbindQuinn@stul	ady to lend some cash regardless of C	2007-11-14 14:22:39	4 KB
100	BritneynudgeWhitlock		2007-11-14 10:45:32	4 KB
100	ira@axel.ocn.ne.jp	a girl who would say she likes	2007-11-14 10:04:25	4 KB
	icamediaBrewster@willieruff.c	Confirmation link	2007-11-14 09:45:52	6 KB
	@ferndalelabs.com	Add extra inches to the length of your little soldier of lov...	2007-11-14 09:29:27	4 KB
	an@paratype.com	Largest selection of watches	2007-11-14 07:10:48	4 KB
	aslantMayer@lyricst		2007-11-14 05:31:56	6 KB
	125065@rrlive.net		2007-11-14 04:50:06	1 KB