

End User Digest - Proofpoint

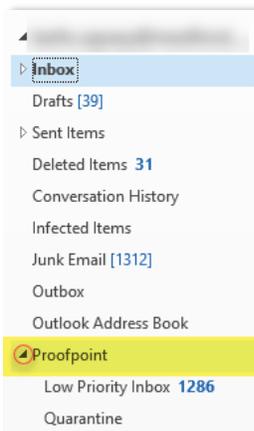
The End User Digest is an email notification of email messages that were sent to the Quarantine. The Digest provides you with a list of the messages addressed to you that are stored in the Quarantine.

You will receive an email from **Webmaster** with the Subject: **End User Digest**. This is a new feature that the school district is providing. 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.

You will receive a nightly email showing you which emails have been moved out of your primary Inbox. Some of these emails will be flagged as non-business or bulk mail (bulk mail is typically a classification given to advertisements, newsletters, solicitations, and announcements) and moved to a Low Priority folder while some will be flagged as potentially dangerous and thereby moved to Quarantine.

You can manage these mails directly from the nightly User Digest email by either Allowing the senders' emails to stay in your inbox or Blocking the senders' email. You may also choose to do nothing and they will continue to go to the Low Priority Inbox folder.

- If you want to receive messages from the sender, click Allow Sender. Otherwise, click Block Sender to stop receiving email from the sender (see image below).
- Click the link in the Subject column to view the message before taking action on the email.
- Click Manage My Account to automatically login to your Proofpoint account.



Your Low Priority Inbox folder and Quarantine folder are located in a Proofpoint folder located within your Outlook navigation pane (see image below). Click the arrow  Proofpoint in front of the Proofpoint folder to expand the folder.

You can move emails from specific senders to your primary inbox, low priority inbox folder or quarantine, depending on where the email is currently located.

There are various options within a digest. Here is a brief explanation for each:

1. **Request New End User Digest** – This will send a new summary digest showing all current messages in the quarantine.
2. **Request Safe/Blocked Senders List** – This will send an email summary of your current safe/blocked list.
3. **Manage My Account** – This will take you to the account management interface on the Proofpoint server. Here you can modify your safe/blocked lists and change some settings under your profile.
4. **Allow Sender** – Releases the message from quarantine and delivers to you via email. This only effects the current message and has no effect on future messages for this sender.
5. **Block Sender** – Adds this sender (or the sender's domain to your Blocked Senders List. Future messages from this sender will be quarantined.
6. **Score** – This represents the score for that individual message. Higher scores represent a higher likelihood of the message being spam.



Score	From	Subject	Date	Action
100	n0154df3f4b-3ac5cfcbbd84a84a2296cee53d10da;	@Copy@Detr... see what's happening in the world	2016-12-19	Allow Sender Block Sender
94	kmnguyen@us.ibm.com	IBM Next Generation Data Warehousing and Analytics Solutions Follow Up	2016-12-19 14:12:41	Allow Sender Block Sender
100	fbxwwdtuamdbacdu1whuwjdcqpvwxrb01atvvrrcatal.com	Education should be a priority	2016-12-19 14:00:55	Allow Sender Block Sender