

# Tip of the Week

March 17, 2017 - March is Advanced Email Tips Month

We are excited to share with you a new tip of the week, every Friday. The tips are short, to the point and cover a range of subjects. We hope these tips help you to work with technology more efficiently and successfully.



## Using Outlook with Proofpoint

The Outlook / Proofpoint Low Priority Inbox is available for you to select which email messages arrive in your inbox.

- The Low Priority Inbox helps you to filter out the bulk mailing lists that are often not desired. Proofpoint scans for these types of emails and puts them in the Low Priority Inbox.
- With the features below you can assign which emails arrive in your inbox, which are blocked and which continue to deliver to the Low Priority Inbox.

If you have an email in your Low Priority Inbox that you want in your Inbox, you have the following options:

❖ Select your Proofpoint/Low Priority Inbox folder from the Outlook folder menu

1. Click on the Proofpoint tab, located on the Outlook ribbon
  2. Click the drop-down arrow of the Manage Unwanted button
  3. Select from the menu items
    - Move to Inbox
    - Delete and Block Sender
    - Move to Low Priority Inbox
    - Report as Suspicious
- ↑ (Use when you are in the inbox and want to send to Low Priority)

OR

❖ Open your Proofpoint End User Digest email (sent every morning at 6am)

1. Locate the email you want to allow or block
2. Click on 'Allow Sender'
  - You can also use 'Block Sender' if needed

OR

❖ Open or click on an email in your Low Priority Inbox.

1. At the bottom of the message click on 'Move to Inbox'
  - You can also use 'Delete and Block Sender' if needed

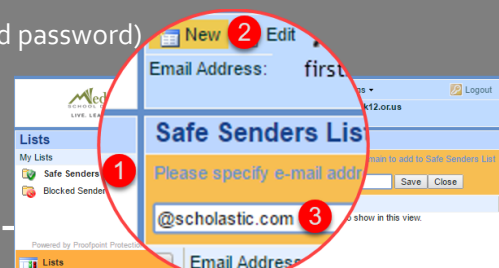
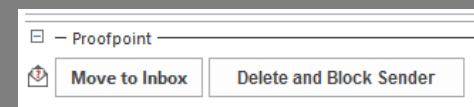
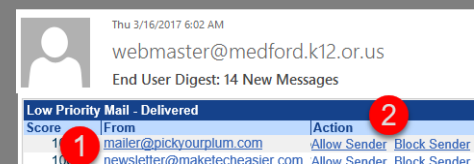
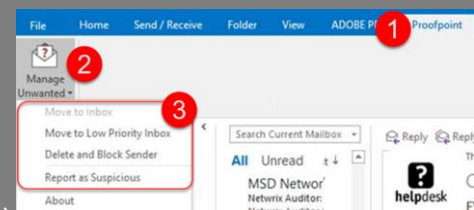
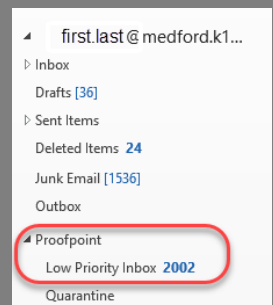
OR

❖ Login to your Proofpoint management portal (use your district email and password)

1. Select the Safe Senders List
2. Click on 'New'
3. Enter the email address or domain (@domainexample.com) you want to allow.

Access your Proofpoint management portal by the following methods:

- Click on the Proofpoint link in HelloID portal page OR
- [Internet Explorer Favorites / @MSD folder / Proofpoint Email Quarantine link](#)



For more help with this process please contact Helpdesk at [helpdesk@medford.k12.or.us](mailto:helpdesk@medford.k12.or.us)

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