Proofpoint is the system SFA has in place to limit and manage potentially unwanted email messages (Spam). When your email account receives an email that Proofpoint feels might be Spam, it places the email message in Quarantine. Once a day Proofpoint will send you an End User Digest listing all of the Quarantined messages and gives you options on how to handle them.

**Actions on Messages in the Digest**

The actions that you apply are processed by the Proofpoint Protection Server. Here are some examples of the actions you can apply to the messages in your Digest:

1. **View**

   View the email but do not release it from quarantine.
2. Release

Release a message from the Quarantine. The message is delivered to your email box.

3. Safelist

Release a message and add the sender of the message to your personal Safe Senders list. Future messages from this sender will not be sent to the Quarantine.
4. Not Spam

Tell Proofpoint that the message is *not spam*. Future messages that are similar to the *not spam* message will not be sent to the Quarantine.

To apply an action to a message in your Digest:

1. Click the link for the message. For example, click the **Release** link for a message to release it, or click the **Safelist** link to release the message and add the sender to your personal Safe Senders list.
2. A browser window opens to let you know the request is being processed.

Other Digest Requests

You can also click the links in your Digest for other Digest management requests. These requests are processed by the web server. Here are some examples of requests that you can make:

- Request an updated Digest. The updated Digest includes messages that have been placed in the Quarantine since your last Digest was sent.
- Request your personal list of Safe Senders and Blocked Senders.

To request a new Digest or your personal list of Safe Senders or Blocked Senders:
1. Click the link in the Digest for the request. For example, click the **Request New End User Digest** link.
2. A browser window opens to let you know the request is being processed.
3. Check your email for a response to your request.

**Manage My Account**

The **Manage My Account** link allows you to make several changes to your Digest from a single web page.

Here are examples of managing your account:

- Add and delete email addresses from your personal Safe Senders and Blocked Senders lists.
- Choose a **Spam Policy** from a list of policies the administrator has already set up. A **Spam Policy** is how your email is filtered for spam.
- Choose whether or not you want to receive a Digest even when you do not have messages in the Quarantine. This is an **Empty Digest**.

To manage your Digest:

1. Click the **Manage My Account** link in your Digest.
2. Click **Settings** in the left side to determine if you want to receive an empty Digest and to select a **Spam Policy**. Select the check boxes on the right side or click the radio buttons to make your selections.
3. Click **Account** or **Profile** in the left side to view your email aliases, if you have any. You cannot make changes to this list.
4. Click **Lists** to view and make changes to your personal Safe Senders and Blocked Senders lists. Use the **New**, **Edit**, and **Delete** buttons on the top of the page to add, change, or delete entries to your lists.
5. Click the **Save** button or link to save your changes.