Proofpoint Digest Basics

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. When you add a domain name (e.g., yahoo.com) to the “Safe Senders” list, all email addresses from that domain will be considered “safe.” You should restrict the safe list to specific senders by entering their full email addresses (for example, john.doe@yahoo.com).

**• Not Spam** - A *false-positive* is a message that was scored as spam, but really is not spam. Future messages with these characteristics will not be scored as spam.

**• Request New End User Digest** – sends you the latest digest, which may or may not include new messages in the Quarantine.

**• Each time you select Allow Sender**, the address from that sender is added to your personal “Safe Senders” list.

**• Each time you select Block Sender**, the address from that sender is added to your personal “Blocked Senders” list.

**• To manage your personal Safe/Blocked Senders list, click the Request Safe/Blocked Senders List link.**

**• To manage your preferences from the Web Application, click the Manage My Account link.**