

Proofpoint - Digest Guide

Last Modified on 28/02/2024 10:01 am GMT

Guide Introduction:

This guide will take you through what you Proofpoint digest will look like and how to interact with it.

Steps:

Your Digest should look similar to the below layout:

Drew Gibb drew.gibb@shacktech.co.uk		2024-02-28 09:01 GMT	
Quarantined (by Score)			
Address	Subject	Delivery Date/Time	Action
DigiCert bounce@response.digicert.com	[Webinar] Unveiling the 2024 Cybersecurity Report: Digital Trust Trends	28 Feb 24 - 07:02 AM	Preview Release Release & Approve Block
Sign in to your account Request new digest			
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- Within this Digest you can see in the header who it has been sent to (If you are in a group this may be the group digest), and the time it was sent.
- Within the body you will then have a Table of quarantined emails containing:
 - The Senders Address
 - The Subject of the Email
 - Date/Time email was sent
 - List of Actions to take.

How to Interact with your Digest:

- For the most part you will not need to interact with your Digest and it will just notify you of spam/phishing emails that have been blocked. However in the event of an email that has been stopped that shouldn't have been you have the below options:
 - Preview - This should always be used first to ensure that the email is genuine. This will take you to the email in the Proofpoint Web portal so you can visually check the email before releasing. If at all concerned about the email contact the sender via a different means (IE Phone) and verify they sent the message before releasing.
 - Release - This will take you to the Proofpoint web portal to confirm the release of the email. After

releasing this will then deliver the email to your mailbox within the next few minutes.

- Block - This will block the sender to ensure you don't ever receive emails from them. Generally not required if the emails are being stopped by the filter.

Additional Information:

- If there are any additional questions or issues with the digest or its contents you can always reach out to our service desk for clarification/assistance.
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