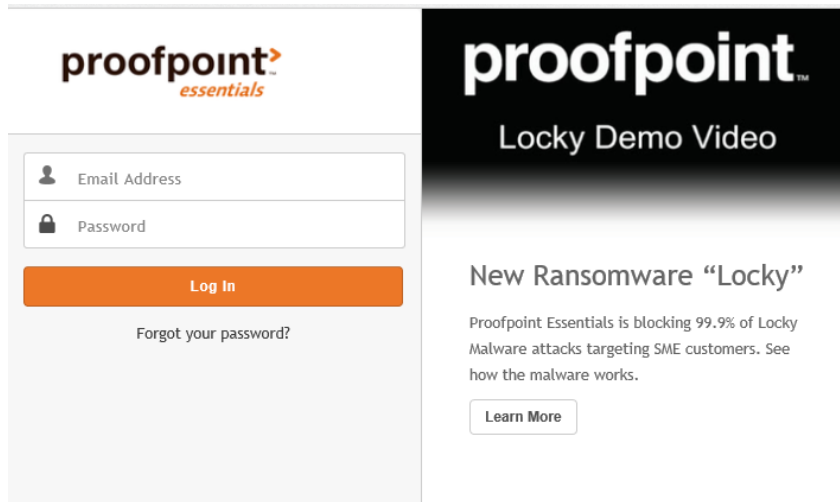
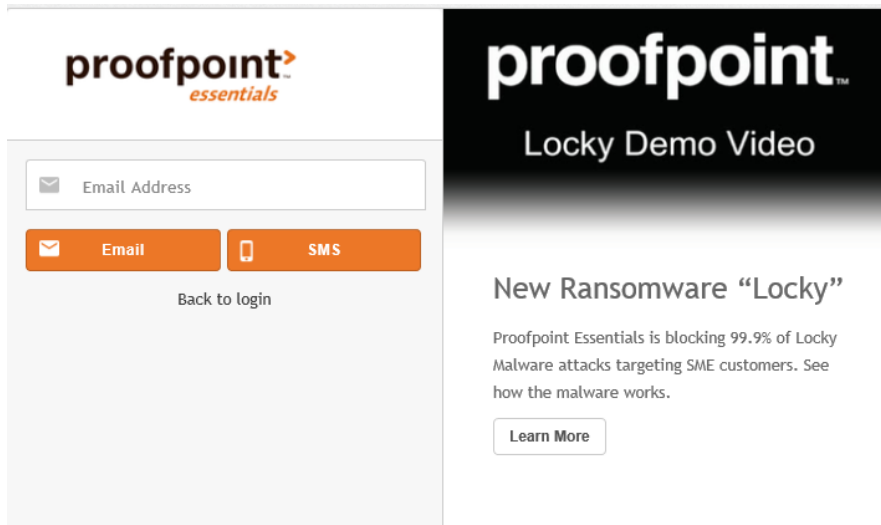


How to Access Your Spam Filter Console

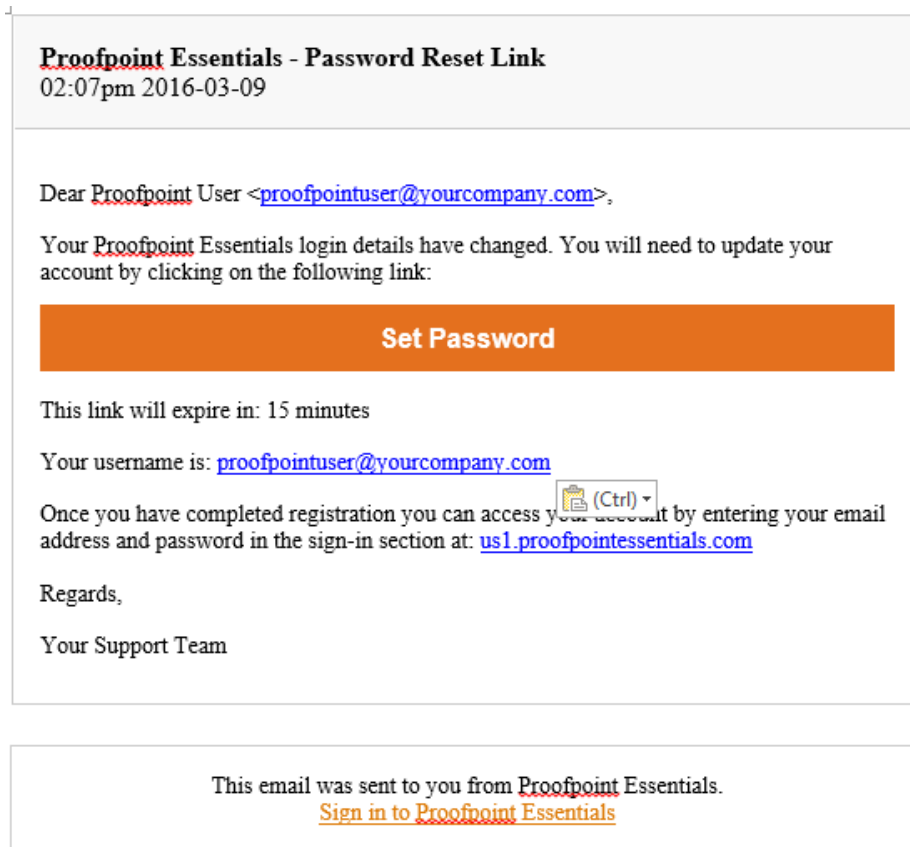
1. Login to the web portal: <https://us1.proofpointessentials.com/app/login.php>
2. If this is your first time logging in, please click the “Forgot your password or need to create password?” link in the bottom of the log in window, as shown below.



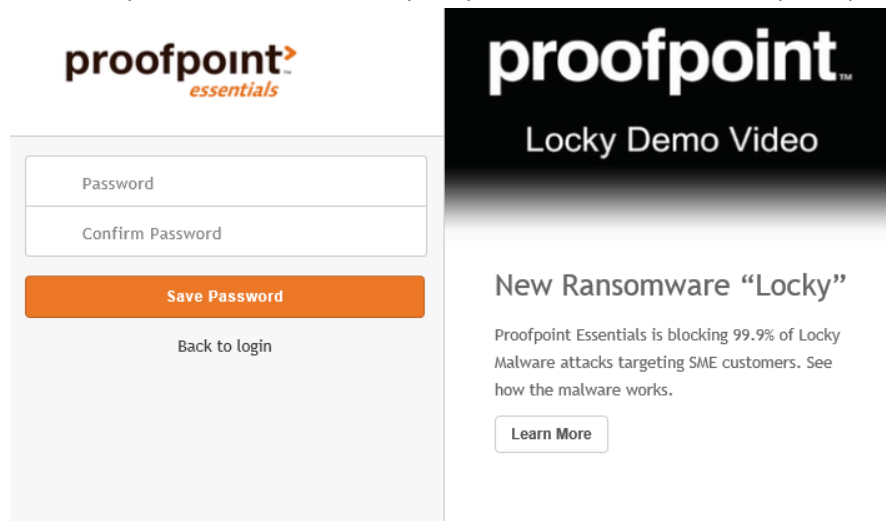
3. Enter your email address and select the email button.



4. You should receive an email shortly from do-not-reply@proofpointessentials.com with a link and instructions on creation of your account. Click the “Set Password” button in the email, as shown below.



5. A web page will open where you will need to create your password. Please note any complexity requirements.



6. You should now be on your Quarantine page.

What to expect going forward:

Spam Report: quarantined email messages will be sent to your Inbox on a daily basis. You can manage your spam options from the email by selecting “Release or Release & Approve” in the message. Releasing the email will allow emails from that sender to come through once. Releasing and Approving will allow emails from that sender to come through every time. It will take 2-5 minutes for the “Released or Released and Approved” email to appear in your Inbox. To access the management console you can click on the date link or the subject link in the email message.

Quarantined (by Score)			
Address	Subject	Delivery Date/Time	Action
spammail@address.com	Example Spam Mail	01 Mar 16 - 23:27 PM	Release Release & Approve
Client@company.com	Email that needs to be "released & approved"	29 Feb 16 - 14:19 PM	Release Release & Approve
weeklyad@boxstore.com	Weekly Ad from Favorite Box Store	27 Feb 16 - 10:03 AM	Release Release & Approve

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