Introduction to Proofpoint

Proofpoint is the SPAM identification software used by the campus Lotus Notes e-mail system. The software is composed of two pieces: the UNLV SPAM Digest and the Proofpoint server.

The Proofpoint server

- Stores personalized SPAM identification settings
- Keeps the safe senders list (white list) for individual addresses or entire domains
- Keeps the blocked senders list (black list) for individual addresses or entire domains

The UNLV SPAM Digest:

- Arrives in your inbox each day and lists all messages identified as Spam and quarantined.
- Allows you to safely review messages identified as spam
- Allows you to release individual messages into your Inbox
- Helps you create safe and blocked senders lists to personalize your spam settings.

Messages will not be blocked from a Lotus Notes mailbox until a customer sets their Spam detection policy in Proofpoint, or adds an address to the blocked senders list. These options are explained in more detail in the following sections.

UNLV SPAM Digest

The UNLV Spam Digest is a daily email that you may subscribe to by using Proofpoint. The Spam Digest lists all messages identified and Spam and quarantined on the Proofpoint server.

The Digest arrives in your Inbox with the Subject: UNLV SPAM Digest: ## New Messages. The number of messages indicates how many emails were identified as spam and quarantined.

You may open and read the Spam Digest to review those messages identified as spam and quarantined. You may choose to release the emails to your inbox, ignore them, or use the links in the digest to further personalize your spam settings.

<table>
<thead>
<tr>
<th>Who</th>
<th>Date</th>
<th>Size</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>*</td>
<td>UNLV_Spam_Digest</td>
<td>06/15/2005</td>
<td>40.742 UNLV Spam Digest: 29 New Messages</td>
</tr>
</tbody>
</table>

What is Quarantine?

Messages identified as spam are blocked from your Inbox and held on the Proofpoint server. This allows you to safely view the sender and subject of a message without it actually being delivered to your mailbox. The spam digest lists all recent messages that have been withheld. You can release the message to your Inbox if you believe that it is legitimate.
The UNLV SPAM Digest lists the date and subject of the suspected SPAM messages. Messages held in quarantine are deleted automatically after 8 days.

**Release**
Click on the Release link next to an e-mail message if you want it sent to your inbox. The message will appear in your Lotus Notes inbox with the word [Released] in the subject line. This method releases that single message only.

**Safelist**
Click on the Safelist link next to an e-mail message if you want to add the Sender to the Safe (or trusted) list. You will receive an e-mail confirmation regarding the addition and all future e-mail messages from that sender will go to your inbox without being quarantined.

**Request Safe/Blocked Sender List**
Click on the Request Safe/Blocked Senders List to request the list to be e-mailed to you. The list shows all addresses in both your Safe Sender List and your Blocked Sender List (see following sections for more information on safe/blocked senders).
Request New End User Digest
Request and updated UNLV Spam Digest by clicking this link. Use this if you have an old digest open, but would like to receive a new one to view recent messages.

Manage My Account
Use the Manage My Account link to log into the web interface and manage your spam settings. Personalization options include adding senders to your safe list or blocked list, setting the frequency of the Spam Digest, requesting a new UNLV SPAM Digest, and specifying policies. You can also opt-out of the daily Digest.

Proofpoint Account Management
Log into the Proofpoint server to manage your individual account and SPAM identification settings.

1. Use the Manage My Account link in any Spam Digest that you receive or open a browser window and use the URL http://antispam.unlv.edu
2. Click Yes in the Security Information window.
3. Type your password and click Login. This is the same password used for accessing Lotus Notes via the web. If you are not sure what your password is, please call the Help Desk at ext. 50777.
Changing SPAM Digest Settings
Set detection levels and change the frequency of the digest delivery.

1. Click on the **Profile** button located at the bottom left corner of the account management screen.
2. Click on **Settings** under My Profile.

Changing the Way SPAM Digest is Delivered
You can change the frequency SPAM Digest gets sent to the inbox by changing the settings below.

**My Settings**

- **Send digest with new messages in my End User Digest.**
- **Send digest even when I have no new messages in my End User Digest.**

A SPAM Digest will be sent to you only when there are new quarantined messages.

A daily digest will be sent even if no messages are quarantined.

Changing the Way SPAM is blocked
Before any messages are quarantined from your inbox, you must select the level of detection. Please read each detection level below and select the one that best fits your need.

- **What type of spam detection do you want?** Please select a policy from the list below:
  - Only Tag Messages in subject with "*Spam**%": No messages are blocked/quarantined. The server will tag all Spam messages by adding "*Spam**%" in the subject line and sending them to your inbox. You will not receive a daily Spam Digest.
  - Quarantine any Spam Messages over 90%: Messages are blocked based on the level of Spam detection policy you select. A daily digest will be delivered to your inbox.
  - Quarantine any Spam Messages over 70%: A daily digest will be sent.
  - Quarantine any Spam Messages over 50%: A daily digest will be sent.
  - Do Not Track Spam: SPAM messages will NOT be identified or quarantined. Messages will arrive in your Inbox untouched by Proofpoint. You will NOT receive a daily digest.
Specify specific email addresses or domains that always get quarantined.

1. Click on Lists located at the bottom left corner of the account management screen.
2. Select Blocked Senders List under My Lists.

**Adding to the Blocked Sender List**
By adding a contact in your Blocked Sender List, you ensure that any e-mail messages coming from that e-mail address will always be quarantined and will not reach your Inbox. You will still be able to view and release these e-mails in the Spam Digest if needed.

1. Click New on the toolbar.
2. Type the e-mail address or domain of the contact you wish to add to the Blocked Sender List.
3. Click Save.

**Deleting from Blocked Sender List**
To allow email from a specific sender to go to your inbox rather than being quarantined:
1. Select the contact(s) that you wish to remove from your Blocked Sender List by clicking inside the small check box to the left of the sender(s) name/address.
2. Click Delete on your toolbar.

**Editing Contacts in your Blocked Sender List**

1. Select the contact that you wish to edit.
2. Click Edit on your toolbar.
3. Make the necessary changes to your contact.
4. Click Update to complete the change.
The Safe Sender List includes specific sender addresses and domains that you want to ensure arrive directly into your Inbox without being identified as Spam and quarantined. This may be necessary for some mail that you receive as part of a mailing list or subscription.

1. Click on **Lists** located at the bottom left corner
2. Select **Safe Senders List** under My Lists.

### Adding Contacts to Safe Sender List
This ensures that no e-mails from that sender will be quarantined in the future.

1. Click **New** on the toolbar.
2. Type in the e-mail address or domain of the sender that you wish to add to the Safe Sender List.
3. Click **Save**.

### Deleting Contacts in your Safe Sender List
1. Select the contact(s) that you wish to remove from your Safe Sender List.
2. Click **Delete** on your toolbar.

### Editing Contacts in your Safe Sender List
1. Select the contact that you wish to edit.
2. Click **Edit** on your toolbar and make the necessary changes to your contact.
3. Click **Update** to complete the change.