The Biological Sciences Division has a spam filter in place called Proofpoint. Email that is considered by Proofpoint to be spam is placed in a quarantine area on the server and not delivered. An email message called End User Digest will be sent to you each day at approximately 3:00 P.M. This quarantine digest will list the subject titles of all quarantined email messages and well as who they are from.

Within the text of this digest you will be able to click on the links to release quarantined mail messages. You also will be able to request a new digest and create and maintain two lists of senders: Safe Sender List and Blocked Senders List.

The Safe Sender List is a personal list of senders whose mail should never be quarantined as spam when it is addressed to you.

The Blocked Senders List is a personal list of senders whose mail should always be quarantined (blocked from being delivered) when it is addressed to you.

Email Digest

The following screen shot is an example of an email digest message that you would receive if email messages had been quarantined that day by the Proofpoint server side filter. You will be able to click links within this digest message to fine tune how the Proofpoint server will quarantine email messages.

Message Actions – Release, Safelist and Not Spam

You will have three actions that can be performed on each quarantined message:

1. **Release** - release the message from quarantine and deliver it.
2. **Safelist** - add the email address of the message to the user's Safe Sender List so that messages from this sender will not be quarantined in the future. The message is ALSO released from quarantine and delivered.
3. **Not Spam** - future messages that are similar to the Not Spam message will be delivered to your inbox and will not be quarantined.
An email message will be sent to you indicating that the message was released only or that it was released and the sender added to the Safe Sender List depending on which link was chosen.

**Request Report Actions**

There are two links across the top of the email digest message that can be used to request reports: **Request New End User Digest** and **Request Safe/Blocked Senders List.** These reports will be sent to you by email message. The Summary Digest is a list of all messages currently in quarantine. The Safe/Blocked Senders report lists the contents of the two lists of email addresses that the you can manage in order to specify control over what messages are never to be quarantined (Safe Sender List) and what messages should always be blocked/quarantined (Blocked Sender List).

**Manage My Account**

The **Manage My Account** link will open a web browser to allow you to create and maintain a Safe Senders List of email addresses/domains and a Blocked Senders List of email addresses/domains. Email messages sent from a sender found on the Safe Sender List will never be quarantined as being spam. Email messages sent from a sender that is on the Blocked Senders List will always be quarantined.
Managing the Safe Senders List

Below is the window that appears in your web browser after clicking the Manage My Account link in the email digest message:

In this example, the Lists category in the lower left is selected. Of the two lists, the Safe Senders List option is currently selected (it is bolded). Across the top of the window are the actions that can be performed on the selected list: New, Edit, Delete, Select All, Unselect All, Request Digest and Refresh.

Adding New Entries to a List

If you click on New, a text box will appear in which an email address or domain can be typed. This email address or domain will be added to the selected list on the left side of the window.

In this example, the email address help@bsd.uchicago.edu is being added to the Safe Sender List. You will then click the New toolbar button, type in the email address to be added to the list and click the Save
button. Once on the Safe Sender List, mail messages sent from help@bsd.uchicago.edu will never be quarantined as spam. You can continue to add other email addresses or email domains by typing them in one at a time and clicking the Save button to add an entry to the selected list.

Rather than a specific email address of a sender, you can enter an email domain in the form of @domain.com. For example, to keep messages sent from any email address ending in @uchicago.edu from being placed in quarantine, you would enter the email domain as @uchicago.edu.

**Deleting an Entry from a List**

An entry can be deleted by placing a check next to the entry and clicking the Delete toolbar button.

![Safe Senders List](image)

**Modifying an Entry on the List**

An entry can be modified by placing a check next to the desired entry and clicking the Edit toolbar button. The entry can be changed in the text box field that appears and the Update button clicked.

![Safe Senders List](image)
Managing the Blocker Senders List

To add, edit or delete entries on the Blocked Senders List, you would select the Blocked Senders List category on the left side of the window prior to clicking New, Edit or Delete from the toolbar across the top. A message sent from a sender on the Blocked Senders List will be automatically placed in quarantine.