Proofpoint places messages it deems as spam in a Quarantine Summary. A score is assigned to each email; the higher the score, the more likely the email is spam. The summary is sent to your email on a daily basis, if there is spam to report, or as requested by the user from the web console. In the Quarantine Summary email, you can view the messages and decide whether to release them to your inbox or mark as not spam. The same actions can be performed from the Quarantine Summary that is located in the web console.

**Quarantine Summary Sent as an Email**

![Quarantine Summary Email](image)

**Quarantine Summary on the Web Console**

**Access**
To access Proofpoint’s web console, go to https://spamfilter.fordham.edu:10020, and log in with your AccessIT ID. In the web console, you can:
- View your Quarantine Summary
- Search for an email by Sender(From), Subject or Age
- Edit your Safe Senders List and Blocked Senders List
- Request a new Quarantine Summary be sent to your inbox.
**Search**

You can also search within your Quarantine Summary from the web console for an email from a certain sender, on a given subject, or age of a message. Click on the magnifying glass icon and Find.

**Create Lists for Safe Senders and Blocked Senders**

1. Select Lists, located on the bottom left of the web console.

2. On the MyLists page, select either the Safe Senders List or the Blocked Senders List to add an email address or an Internet domain.


4. Enter the email address or Internet domain you wish to add to the Safe Senders List. This ensures emails from that source are always allowed.

Do the same with the Blocked Senders List, to ensure emails from that source are always blocked.

5. Select Save, and the address or Internet domain is added to the list.