## Introduction

The Proofpoint Email Feedback Plug-in for Microsoft Outlook© helps you keep your inbox organized by allowing you to manage your wanted and unwanted bulk mail - bulk mail is typically a classification given to advertisements, newsletters, solicitations, and announcements. You may want to keep receiving notices from *newmovies@example.com* but your co-worker may not.

The **Proofpoint** section includes two new folders:

- **Low Priority Inbox** - contains messages that have been classified as bulk email.
- **Quarantine** - displays the Web Application, if configured by your email administrator.

You can move a message to your Inbox or to the Quarantine to provide feedback to Proofpoint. Based on your feedback, future messages from the sender will either be delivered to your Inbox or placed in the Quarantine.

## Ways to Provide Feedback

There are several ways you can provide feedback for a message that is selected:

- Select a choice from the **Proofpoint** menu in the ribbon.

- Use the **Send message to** banner at the bottom of the screen.

- Drag and Drop the message from the list to the **Inbox** or **Quarantine** folder under Proofpoint.

- Right-click the message and select **Inbox** or **Quarantine** from the pop-up.

Results from your actions:

- **Inbox** - moves the message to the Inbox and future messages from this sender will automatically go to your Inbox.
- **Quarantine** - deletes the message and future messages from this sender will go directly to the Quarantine.

Any method that you use to take action on a message displays a dialog box to confirm your choice.

## Additional Options

These additional options display in the **Proofpoint** menu in the ribbon, depending upon licensing and configuration settings controlled by email administrators:

- **Report Email as Suspicious** - deletes the message and sends a copy to Proofpoint for analysis.
- **Email Continuity** - launches the Email Continuity interface.
- **Proofpoint Web Application** - launches the Web Application interface.