



CLOUDCENTRIC



# CloudCentric

*Powered by DiamondIT*

## Proofpoint Users Guide

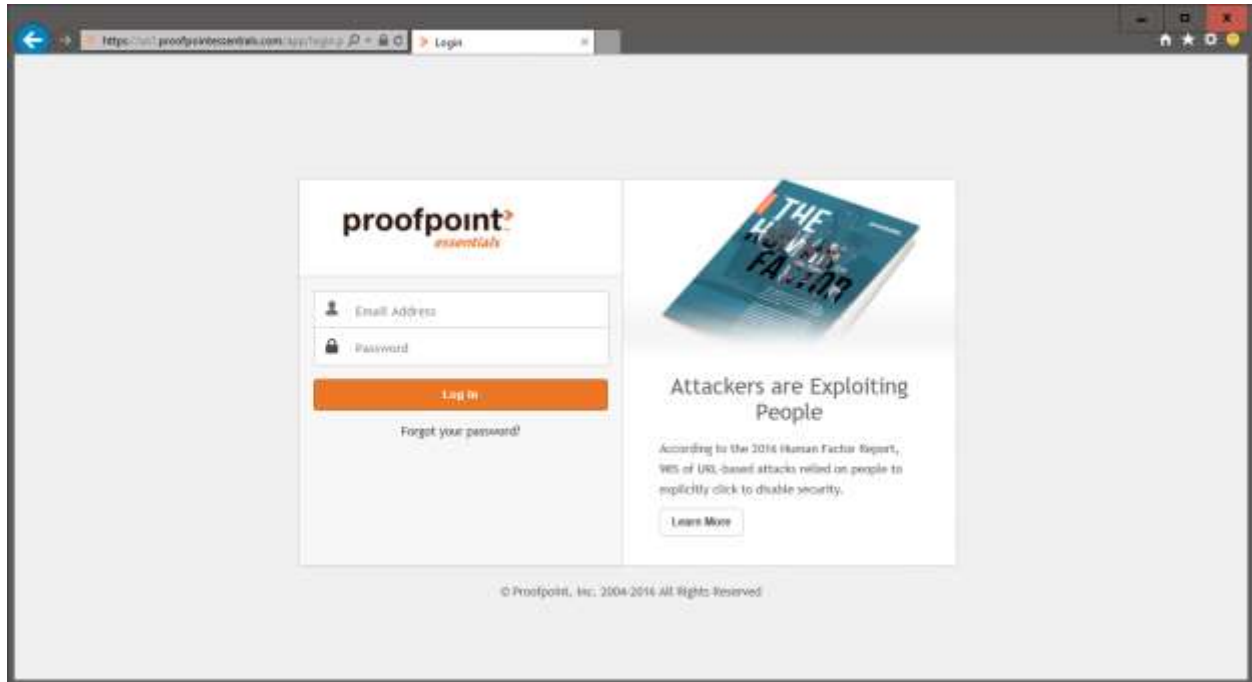
Version 1.0

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<http://www.CloudCentric.net>

## Logging In

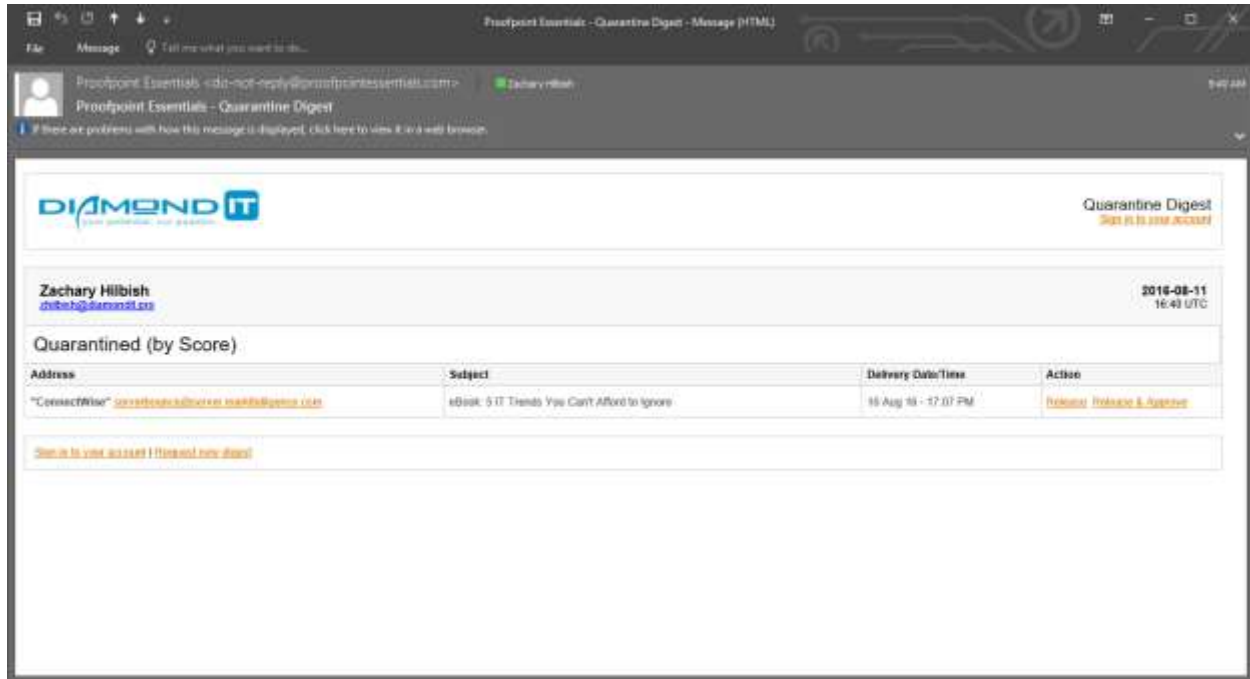
1. Open a web browser and navigate to <https://us1.proofpointessentials.com>
2. Sign in with your full email address and password



3. If you don't remember your password you can click forgot password and send yourself a password reset email.

## Quarantine Digest

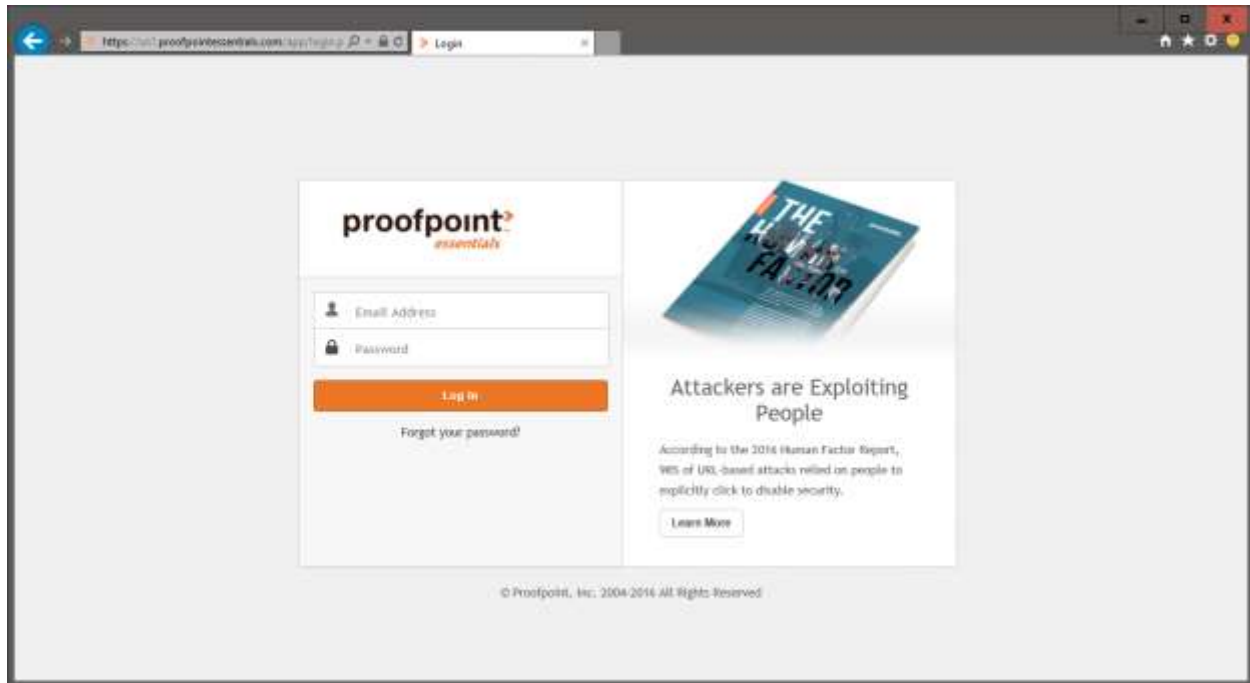
1. Here is a sample Quarantine Digest. Please be aware of these emails in your mailbox



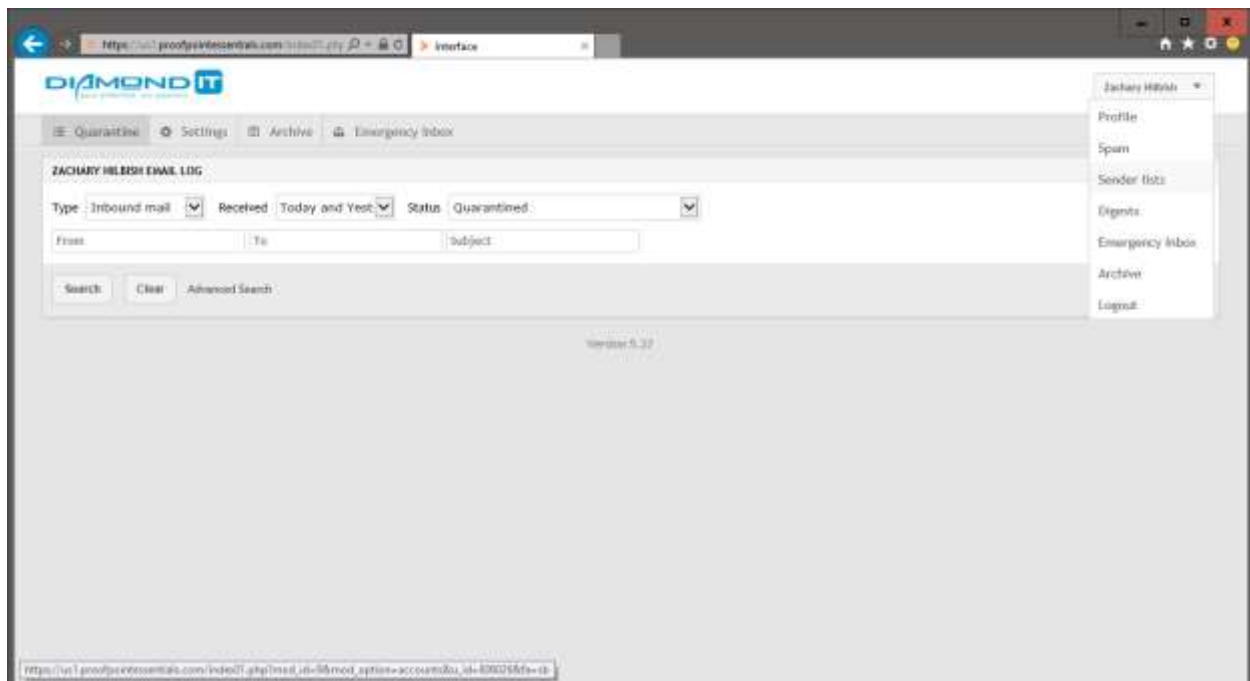
## Allow Senders List & Block Senders List

The following screenshots will assist you with blocking or allowing email address's

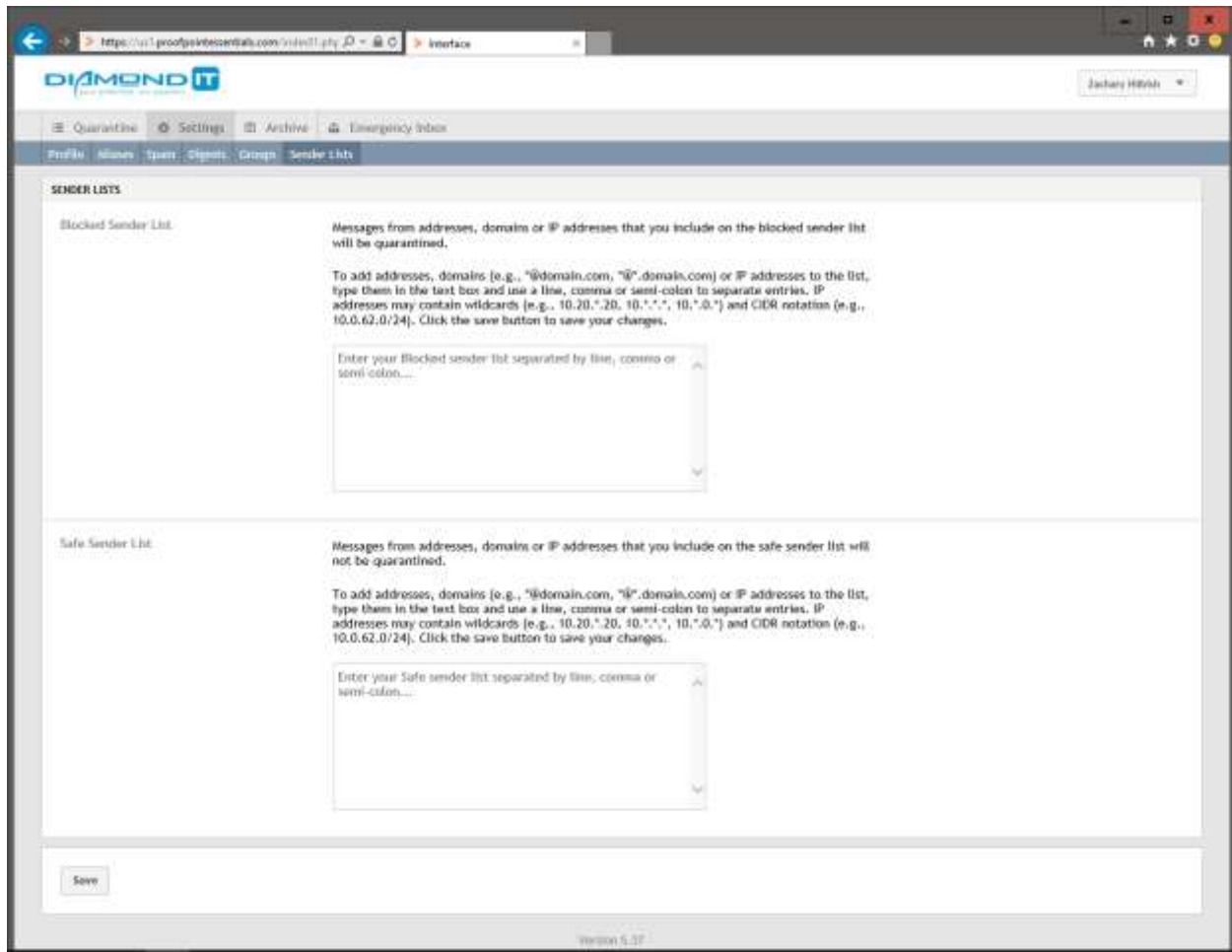
1. Open a web browser and navigate to <https://us1.proofpointessentials.com>
2. Sign in with your full email address and password



3. Click your name on the top right of the screen. Then select Sender lists



4. In the Block Sender List or Safe Sender List dialog box, type in the email address you want to allow or block. Use a line, comma or semi-colon to separate entries



5. Click save and close web browser.

If you have any questions or run into any issues, feel free to email [support@diamondit.pro](mailto:support@diamondit.pro) or call 661-833-5600.