

We have implemented the new Bitdefender email security platform which is based on Mesh's Email Gateway Security platform which will help to protect against threats and spam. To ensure we don't incorrectly block an email you need, a tiny fraction of your email will end up in quarantine. These emails will be shown in quarantine digests which you will receive three times a day: 9 a.m., 12 p.m. and 4 p.m. Digests will only be delivered if there has been an email quarantined since your last digest. Emails are quarantined for 28 days after which they are automatically deleted. It is very **IMPORTANT** that you help train your digest by understanding the following:

### Categories Explained



You can deliver



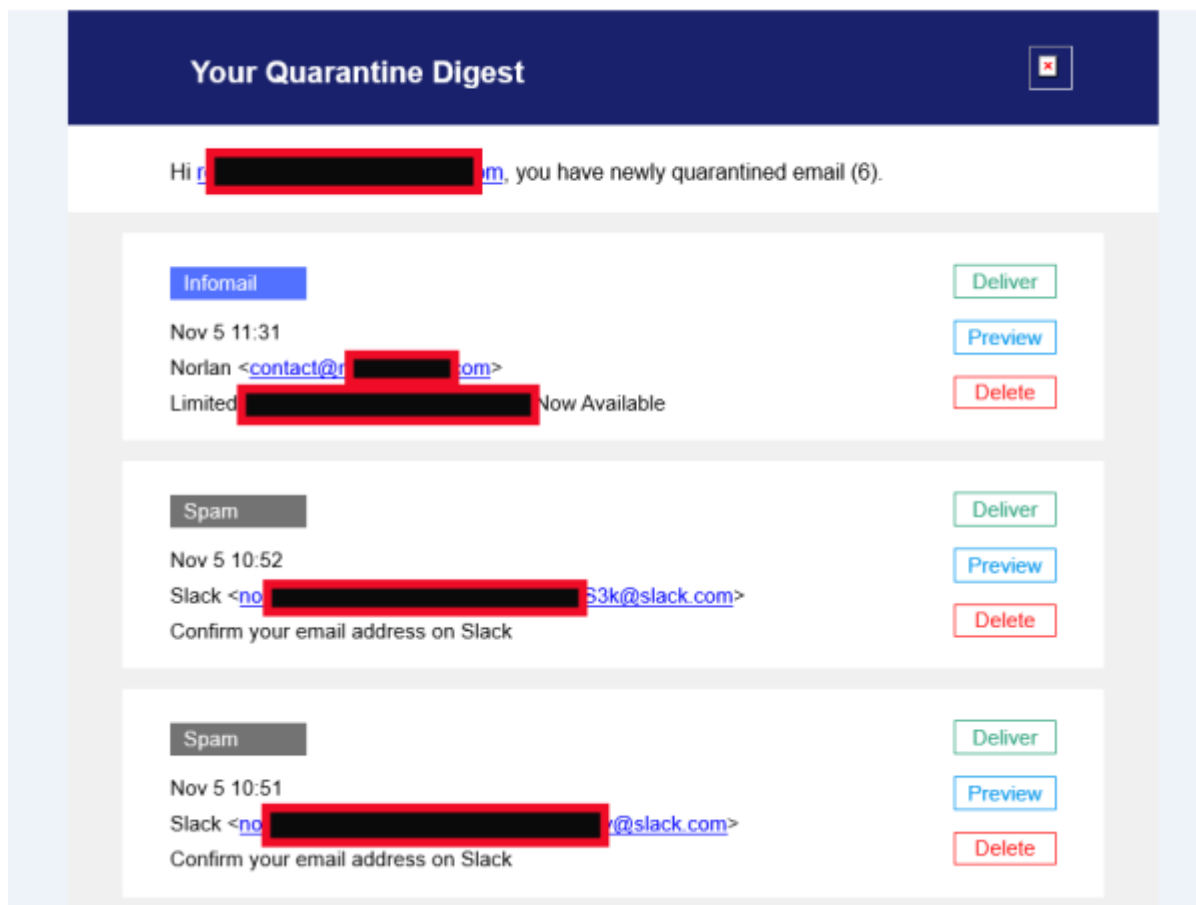
You can only request delivery (notifies your IT admin)

| Threats       | Spam          | Policy             | Clean             |
|---------------|---------------|--------------------|-------------------|
| Malware       | Definite Spam | Infomail           | Already Delivered |
| Phishing      | High Spam     | Banned Attachments |                   |
| Impersonation | Likely Spam   | Geo filter         |                   |

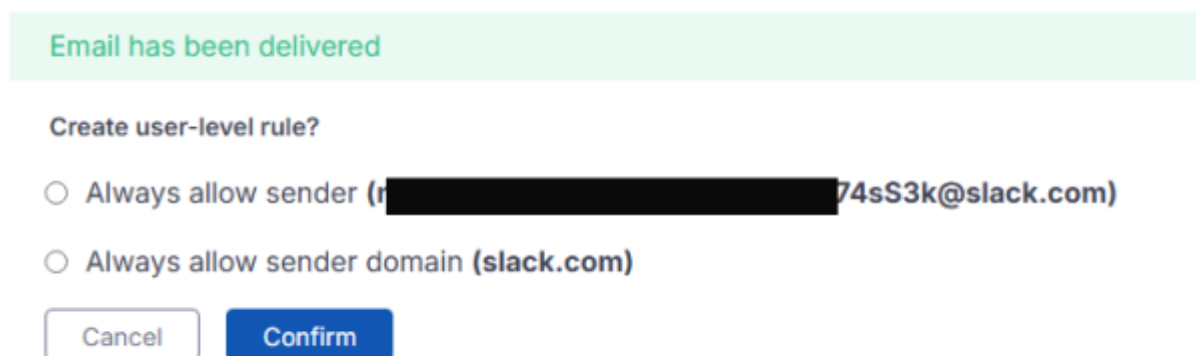
### Actions Explained

|  |  |   |
|--|--|---|
| <b>Deliver</b><br>Releases the email from quarantine and delivers to your mailbox immediately. | <b>Always Allow Sender Address</b><br>Future emails from this sender will be delivered, bypassing quarantine. Threats and certain policy verdicts will still be quarantined. | <b>Always Allow Sender Domain</b><br>Future emails from this domain will be delivered, bypassing quarantine. Threats and certain policy verdicts will still be quarantined. |
| <b>Delete</b><br>Deletes the email from quarantine.  | <b>Always Block Sender Address</b><br>Future emails from this sender will be automatically deleted and not shown in quarantine.  | <b>Always Block Sender Domain</b><br>Future emails from this domain will be automatically deleted and not shown in quarantine.  |
| <b>Preview</b><br>Allows you to view email content before taking an action.                    | <b>Request</b><br>Sends a notification to your admin requesting the email is released from quarantine.   |   |
| <b>Login</b><br>Allows you to login to manage your quarantine and personal allow/block rules.  | <b>Digest on Demand</b><br>A new digest delivered instantly if new email quarantined since your last digest.   |   |

Once you open your quarantine digest email, it will typically appear as so:



If you choose the **Deliver** option, the current email will be immediately delivered and you will be given the following choices:



You can either choose if you want that exact email address to always be allowed or the domain to always be allowed (this will mean any email address from that domain will be delivered).

On the other hand, if you select **Delete**, the current email will immediately be deleted and you will be given the following choices:

Email has been deleted

Create user-level rule?

- ☐ Always block sender ( info [REDACTED].com )
- ☐ Always block sender domain ( [REDACTED]om )

Cancel

Confirm

**BE VERY CAREFUL WITH YOUR CHOICE IN THIS MATTER!!** You can either choose if you want that exact email address to always be blocked or the domain to always be blocked - this means any email from that domain will always be held in quarantine and not delivered. The system is smart enough to not give you the option to block a known sender domain like "outlook.com" or "gmail.com".

If you are not sure you which choice to make, you can select the **Preview** option. This will show you a basic view of the email with all inks, images and formatting removed for safety sake. It may be difficult in some circumstances to read the email while in Preview mode, but hopefully it will give you enough clues on wether it is a legitimate email or Spam/Phishing.

You can always get in touch with us if you are still unsure.

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