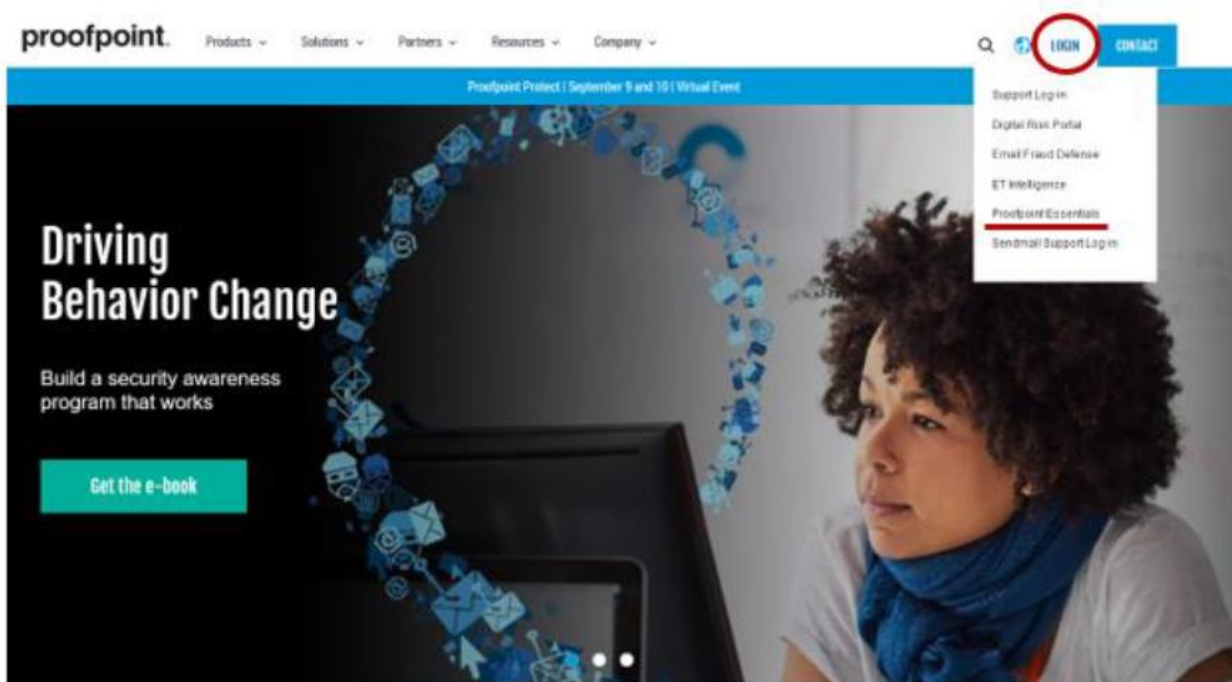


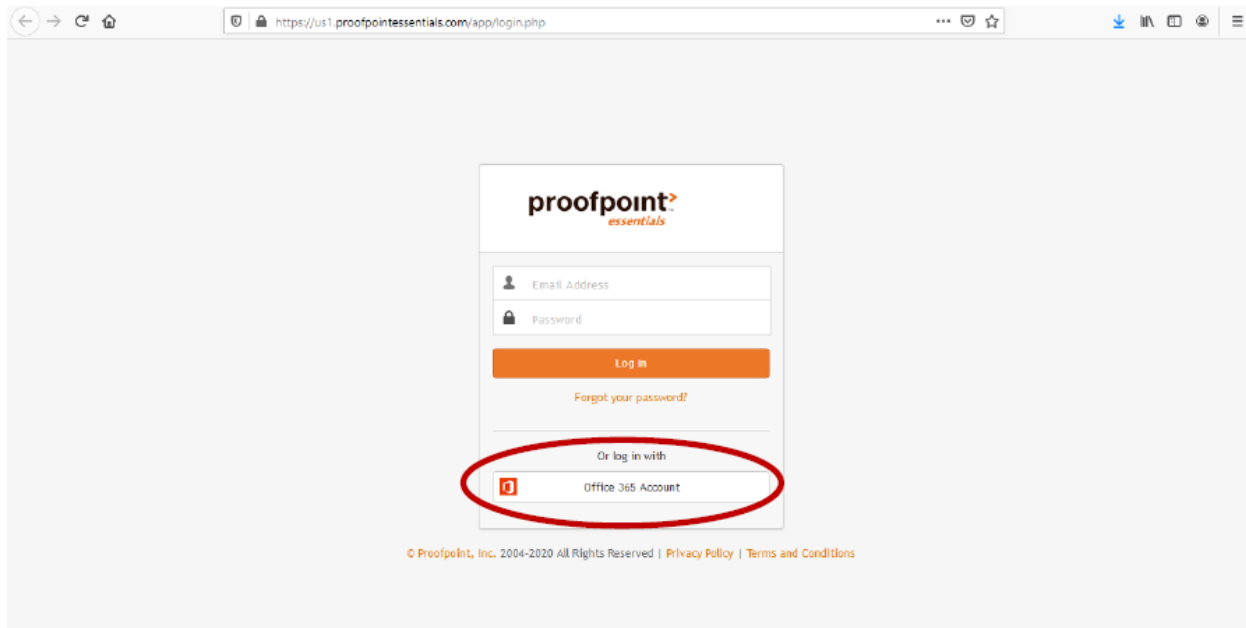
# How to Change Quarantine Digest Settings in Proofpoint

Go to [www.proofpoint.com](http://www.proofpoint.com)

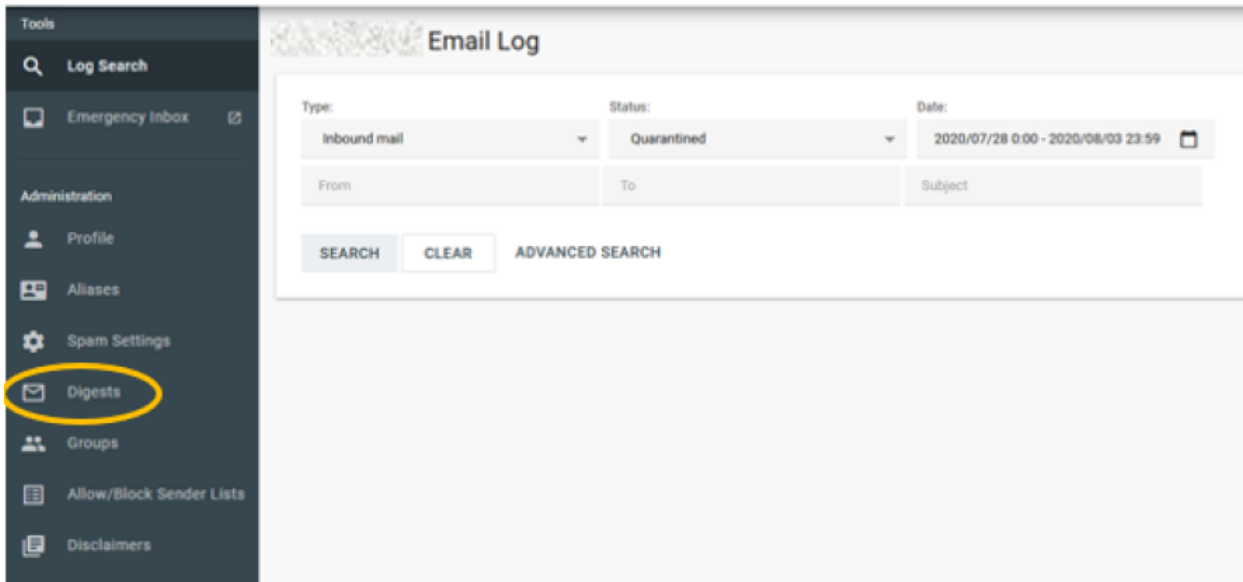
Click on "Login" and choose the **Proofpoint Essentials** option.



If you're already signed into Office 365, just click on the box circled below.

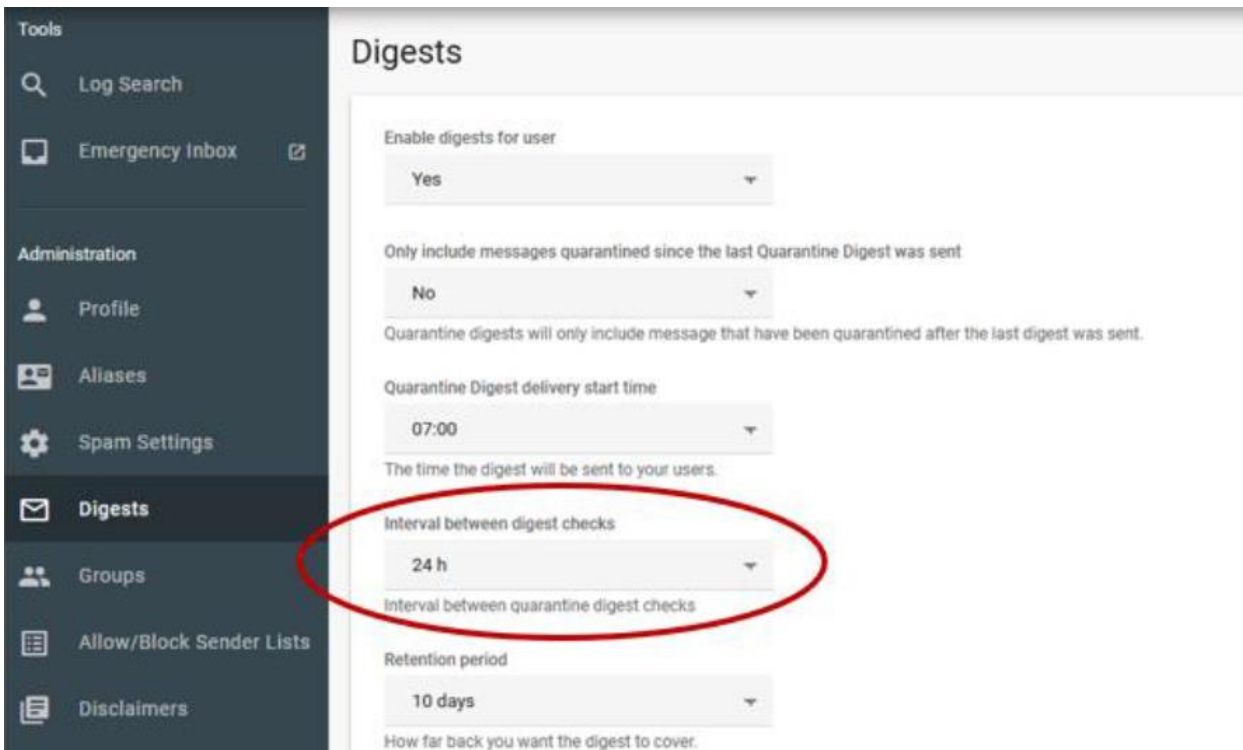


Once you enter your login credentials, it should take you straight to your dashboard which will look similar to this:

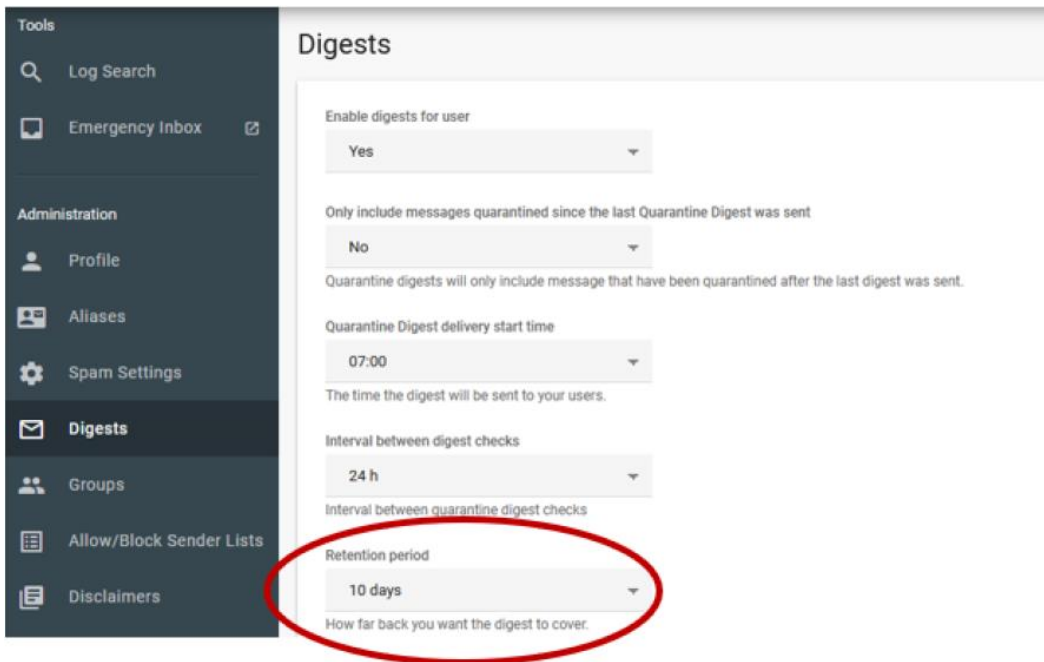


Click on **Digests**

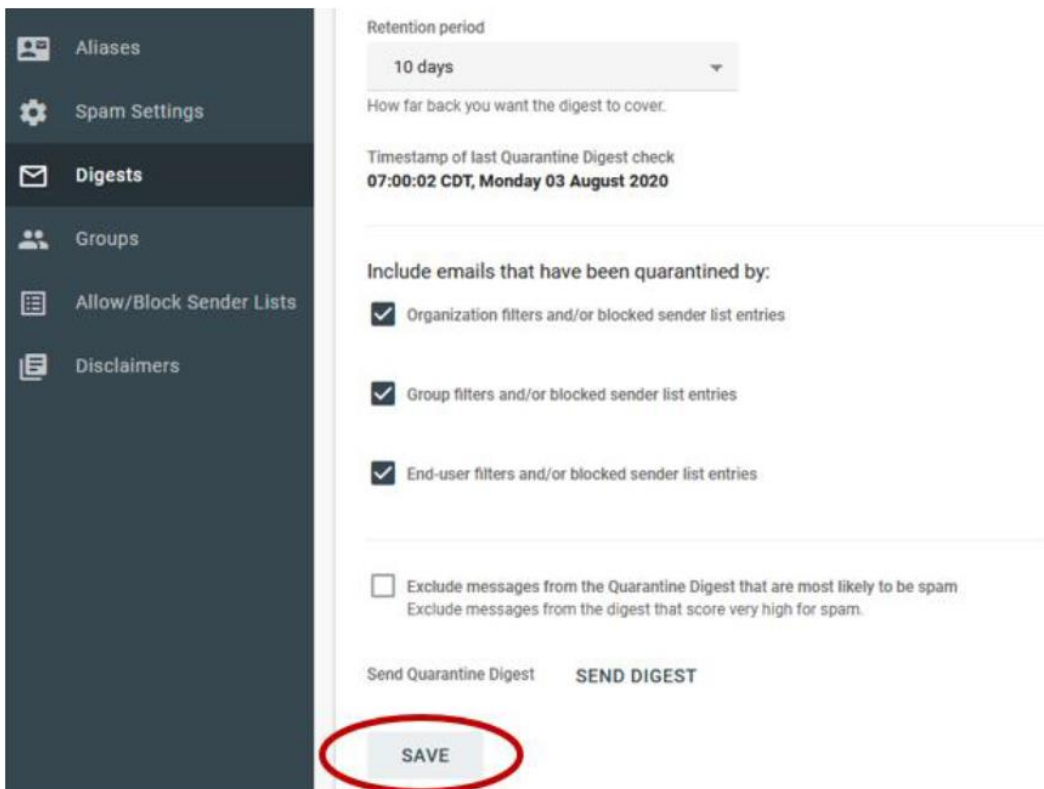
Find the dropbox labeled "Interval between digest checks" option and click the down arrow. The interval can be changed from the default of 2 hours to as much as 24 hours.



Just underneath Interval Between Digest Checks is **Retention Period**. Click the down arrow in this box. You can adjust how long Proofpoint keeps telling you about the spam email incident from the default of 30 days to as little as 1 day.



Be sure to click **Save** at the bottom when you are done. You will likely have to scroll to see it.



**NOTE:** If the email address which sent the spam is an invalid address (i.e., it was sent by a bot) you will not be able to add it to your Blocked Sender List