



Proofpoint Essentials

Create Filter Rules

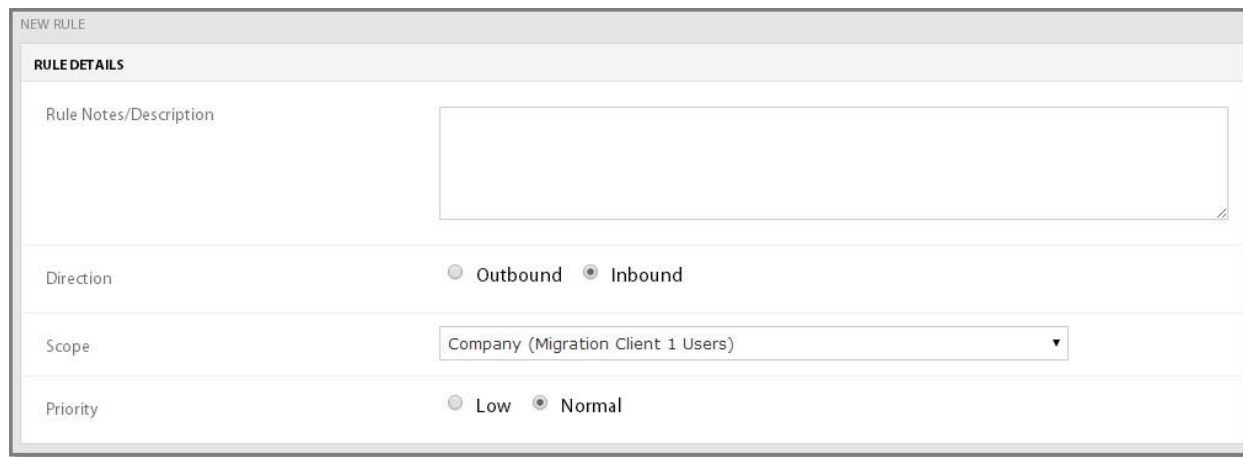
Create Filter Rule

When you want to create a filter, you must firstly consider two things. In what direction should the filter be applied and to whom. e.g. a filter for all users to stop all email from “baddomain.com.”

Log into the Interface by entering the url <https://us1.proofpointessentials.com>, or click a link in the spam quarantine summary.

You will automatically be directed to the **‘Company Settings’** tab. Select the sub tab **‘Filters’**.

Select **‘Add New Filter’**



NEW RULE

RULE DETAILS

Rule Notes/Description

Direction Outbound Inbound

Scope Company (Migration Client 1 Users)

Priority Low Normal

From the drop down “Choose the group or account you would like the filter to be applied to” select the appropriate targets. This can be the entire Organization, a Single Security Group or an individual user.

‘Choose Rule’ type to be applied to this filter.

Enter the parameter type such as Email address / Attachment type / Country name etc.

Select **‘Save Filter’** to complete the last step and to deploy your newly created filter across our network – these filters are replicated across the platform at the top of each hour.