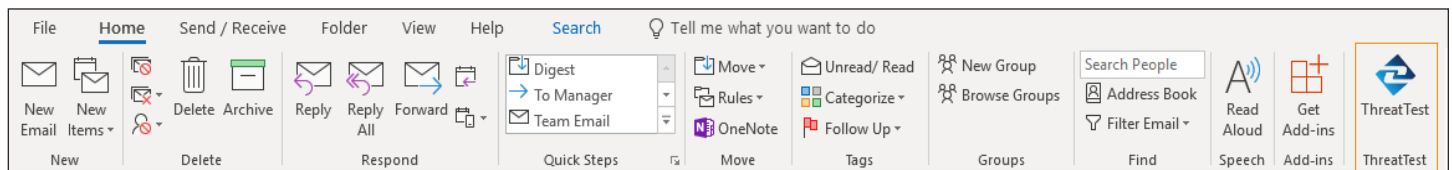


## User Quick-Start Guide

Your company has installed a cool, new tool – ThreatTest – to help you report suspicious emails that are in your inbox. With just one click of a button, you can help protect yourself and your company from spam, Phishing, and other malicious attacks that come through your email inbox.

### Confirming Activation:

Your system administrator has likely already activated your ThreatTest account. The easiest way to tell is by looking in the Microsoft Outlook ribbon for the ThreatTest button.

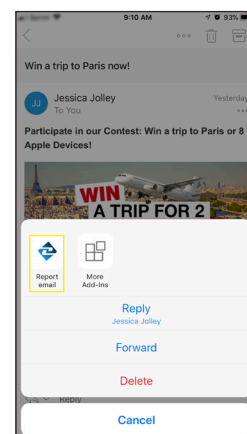
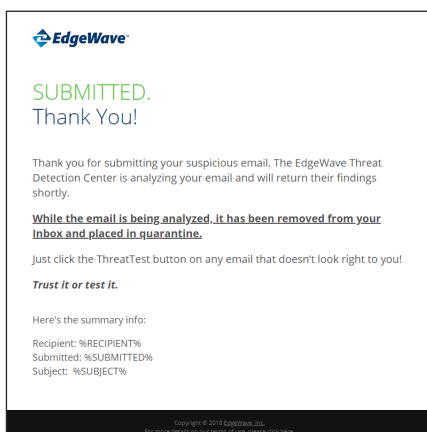


ThreatTest is also available from Outlook Web Access and the Microsoft Outlook app for iOS and Android. If you don't see the ThreatTest button, please contact your system administrator.

### Using ThreatTest:

ThreatTest is designed to be extremely easy to use. When you see an email that looks suspicious, open or highlight the message and click the ThreatTest button. The message will be removed from your inbox, placed in quarantine, and you will receive a notice confirming your submission has been received.

You can also report suspicious emails from the Microsoft Outlook App (iOS and Android). Simply click the ellipsis (...) underneath the date in the top right corner of the email.

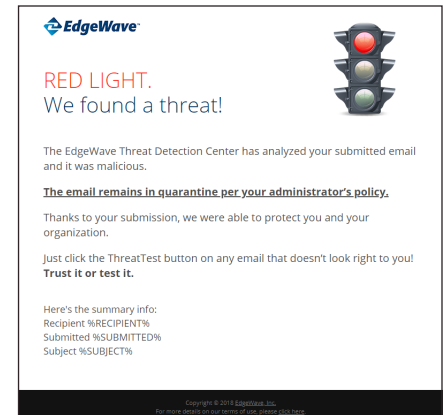


## User Quick-Start Guide

Most email are classified within 5 minutes, but it may take longer based on the complexity of the email content. Once EdgeWave has finished analyzing the email, you will receive a response with one of the following classifications:

- Red Light – Malicious
- Yellow Light – Caution
- Green Light - Safe
- Unprocessed – An error occurred

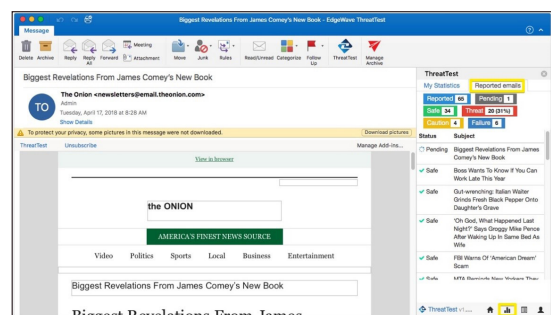
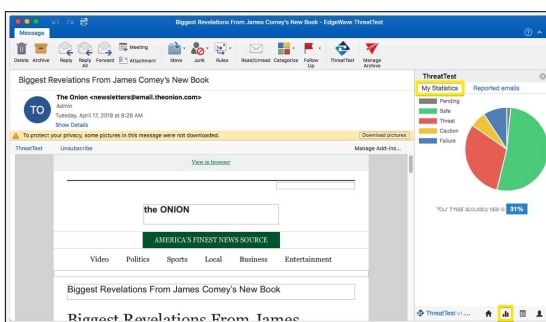
Depending on how your administrator has configured ThreatTest, the original message will either remain in the quarantine or returned to your inbox. Please confirm with your administrator the expected action per classification.



## Your History:

You can review your personal statistics and accuracy rates by clicking the ThreatTest button and then selecting the Statistics icon on the lower right side.

To see your previously submitted message statistics, select the Reported emails tab.



**Congratulations, you are now a ThreatTest expert.  
Remember, Trust It or Test It!**