



SETTING UP / CHANGING YOUR HES EMAIL DIGEST

INTRODUCTION: This guide will explain how to enable and specify how often you will receive an email digest from HES (Hosted Email Security)

SYSTEM REQUIREMENTS: NA

WHAT YOU MAY NEED & OTHER CONSIDERATIONS:

- HES Account details

STEP ONE

Once you've logged in to HES, click on Settings



STEP TWO

Select Quarantine Report Settings

Change Password Quarantine Report Settings

STEP THREE

You can change how often you receive an email under the section that says 'Email me a quarantine report every:'

Quarantine Settings	
Language:	English (English) ▼
Email me a quarantine report every:	Day ▼
Include the following items in the report:	New items since last report only ▼