

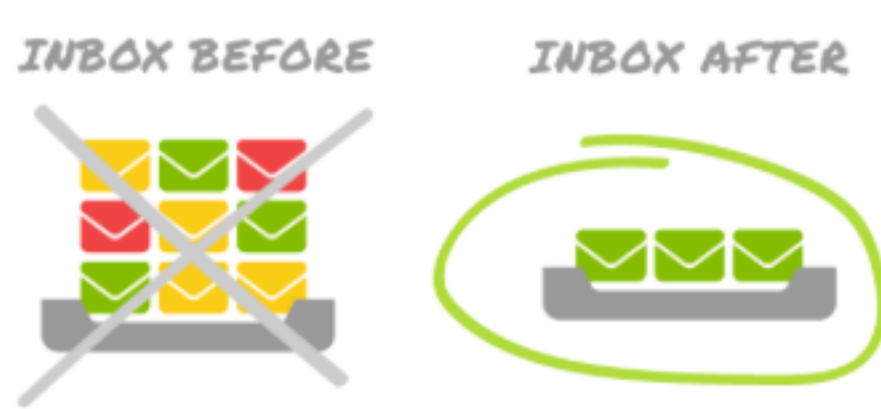


Welcome to Shield!

Shield is like noise-cancelling headphones for your inbox.

Get ready for a quieter inbox

Shield combines superior inbound and outbound email protection with privacy and productivity features. The result is a **transformed email experience**. Shield will protect your mailbox from obvious spam and other malicious threats, but even potentially wanted mail will need to earn its way into your inbox.



How does it work?

When you receive an email from someone you've never contacted before, Shield will hold it and generate a First-time Sender Review notification. The **First-time Sender Review** will take you to Shield, where you can review emails in a safe environment. As you review, you can either Trust or Silence a first-time sender. This will add people to your trust network.



When you trust someone, you can choose to have their mail delivered directly to your Inbox or have it bundled. **If you silence them, you can choose to have their mail sent to the Junk, Archive, or Trash folder**. All mail you receive from that contact will go to the corresponding folder. This applies to mail received after the change, as well as any existing emails currently in the mailbox (with some exceptions.)



Shield has also created special custom folders in your mailbox, Bundled and Review. **The Bundled folder** is intended for messages you want but may not require your immediate or full attention. Emails sent to the Bundled folder will be included in your scheduled Bundle Summary, where Shield uses AI to summarize any unread emails in the folder. The **Review folder** is where your emails from first-time senders will be held until you trust or silence them.



Stays in sync with your mailbox

One of the great things about Shield is that you can manage your email solely from your mailbox, and Shield will still learn from your actions. If you don't want to use the First-time Sender Review, you can view the emails in your review folder and move them to the preferred folder instead. Similarly, if you decide to have email in your junk bundled instead, **you can move it** to the bundled folder.



This will update the contact clearances and **train Shield's adaptive learning** about your individual preferences. Over time, Shield will gain enough confidence to directly deliver mail to your inbox or junk rather than your review folder, based on how you manage your mailbox. Simply use your email and Shield will learn from you.

Heads up!

Finally, your emails will now have a **Heads-up Display** (HUD) at the top of each message. The HUD gives you quick visual insights into an email's characteristics.



PROVIDES EASY TO READ INSIGHTS FOR EVERY EMAIL IN YOUR INBOX

If you click on the HUD, you'll be taken to **X-ray**, where you'll have access to more **detailed descriptions of these insights** and a full email preview. You can safely preview the attached files as well as any link in the email and the web page it leads to.



Ready to bring sanity back to your inbox?

Let's do this! Don't forget to try out Shield's other awesome features such as burner addresses, VIP address, lockbox, and more when you access the Shield portal. Got questions? Reach out to your IT administrator.



Your email is now protected by

