# Automated Email: Email Security Action Summary

A daily automated "Action Summary" email is sent around **11:00 AM PT** from the address **reports@darktrace.com**. This message summarizes email security actions taken in the past 24 hours, such as emails moved to Junk Folder , being held, links being locked, or attachments being locked.

How to use Action Summary email

- Open the Action Summary email and review the list of "Actioned Emails".
- Check the Subject, From, Date, and the action shown (held, spam, link/attachment locked).
- Select "More info" to view additional analysis and the reason the email was actioned.
- Preview is typically available for up to 3 days for held/older emails (after that, the preview may no longer be available).
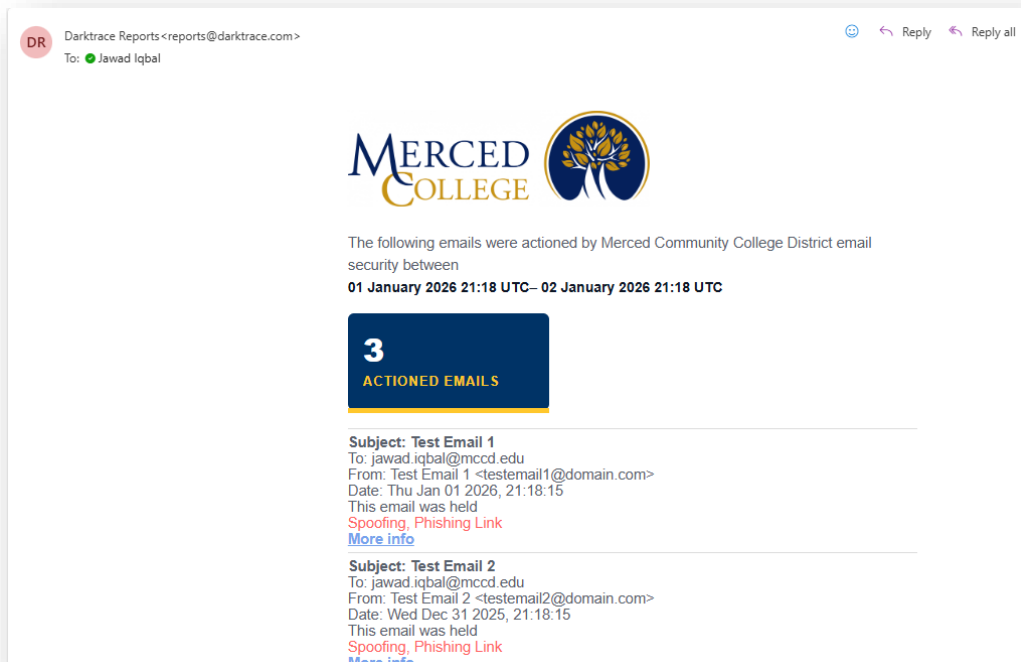
Requesting release from an Actioned / Held email

Note: If the action summary shows that an email was actioned and moved to Junk, there is no need to request a release. You can restore it directly from your Junk Email folder if needed.

If an email was held or content was blocked (a URL or attachment was locked) and you are expecting the email, you can submit a release request. The Merced Community College District security team will review the request and either approve or reject the release based on the legitimacy of the email.

When you request a release, you may be presented with a "Suspicious Email Release Request" page where you can:

- Review the email details (Subject, From, To, Date).
- Open an Email Preview (if available).
- Review the "Further Analysis" notes explaining why it was flagged.
- Enter the required reason for the release request and submit it for review by the Merced Community College District security team.

Important:
- Emails can be previewed for up to **3 days**. After that, previews are no longer available.
- Emails older than **21 days** cannot be released, and release requests are not accepted.