

# User quick guide

After login into the Zimbra Web Client, the user will see the **Incident** button. To notify about an unsafe message, the user has to select a message and click the **Incident** button. When the button is clicked, a notification message is generated with the unsafe message and its zipped and encrypted attachments attached to it. Then the email is sent and the selected message is moved to the Junk Folder in the user's account.

A recipient of the notification message can:

- download the attached unsafe message in pdf format
- download zipped and encrypted attachments of the original message

The encryption password is configured in the Administrator Console -> Migration and tools -> Zi-SecurityIncident

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