



Getting Started with Exporting/ Importing Proofpoint Safe and Blocked Senders v12/08/21.1

Microsoft Defender 365 allows your messages to be securely filtered preventing malicious emails and cyber-attacks. To help Defender rapidly learn your message preferences, employees are encouraged to import their Safe and Blocked Senders lists.

Please continue for more detail on how to manage these lists.

****Note: This documents Safe Senders, but the process is the same for Blocked Senders. ****

1. Access your quarantine:

- Navigate with Microsoft Edge to the following:
- <https://spamquarantine.alaska.gov:10020/>

	From	Subject
<input type="checkbox"/>	HP@us.mail.hp.com	Delivered straight to you – doorbusters and deals
<input type="checkbox"/>	HP@us.mail.hp.com	Deep discounts! It's Cyber Monday!
<input type="checkbox"/>	HP@us.mail.hp.com	Up to 60% off. Black Friday is now!
<input type="checkbox"/>	donotreply@cyberheistnews.com	Phishing Emails Use Small Font Size To Bypass Security Filte...
<input type="checkbox"/>	info@msexchange.org	Webinar - Why the Return to the Office Can Kill MS Teams Per...
<input type="checkbox"/>	enterprise@connect.hpe.com	jason, 4 essential steps to adopting IT as a service
<input type="checkbox"/>	DoNotReply@CyberheistNews.com	Can You Be Spoofed?
<input type="checkbox"/>	enterprise@connect.hpe.com	The cash for bugs business is booming. Here's why.
<input type="checkbox"/>	donotreply@perimeterx.com	Top Five Cybersecurity Predictions for 2022
<input type="checkbox"/>	info@msexchange.org	Did You Know That Microsoft 365 Does Not Automatically Prote...
<input type="checkbox"/>	donotreply@cyberheistnews.com	[HEADS UP] Get Prepared for Sophisticated Black Friday Scams



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2. Navigate to your Safe Senders List or Blocked Senders List:

The screenshot shows the State of Alaska email client interface. On the left, under the 'Lists' section, there are two items: 'Safe Senders List (3)' and 'Blocked Senders List'. A large blue arrow points to the 'Blocked Senders List' item. On the right, the 'Safe Senders List' is displayed as a table with the following content:

<input type="checkbox"/>	Email Address ▲
<input type="checkbox"/>	test@test.com
<input type="checkbox"/>	test@testing.com
<input type="checkbox"/>	test@testing2.com

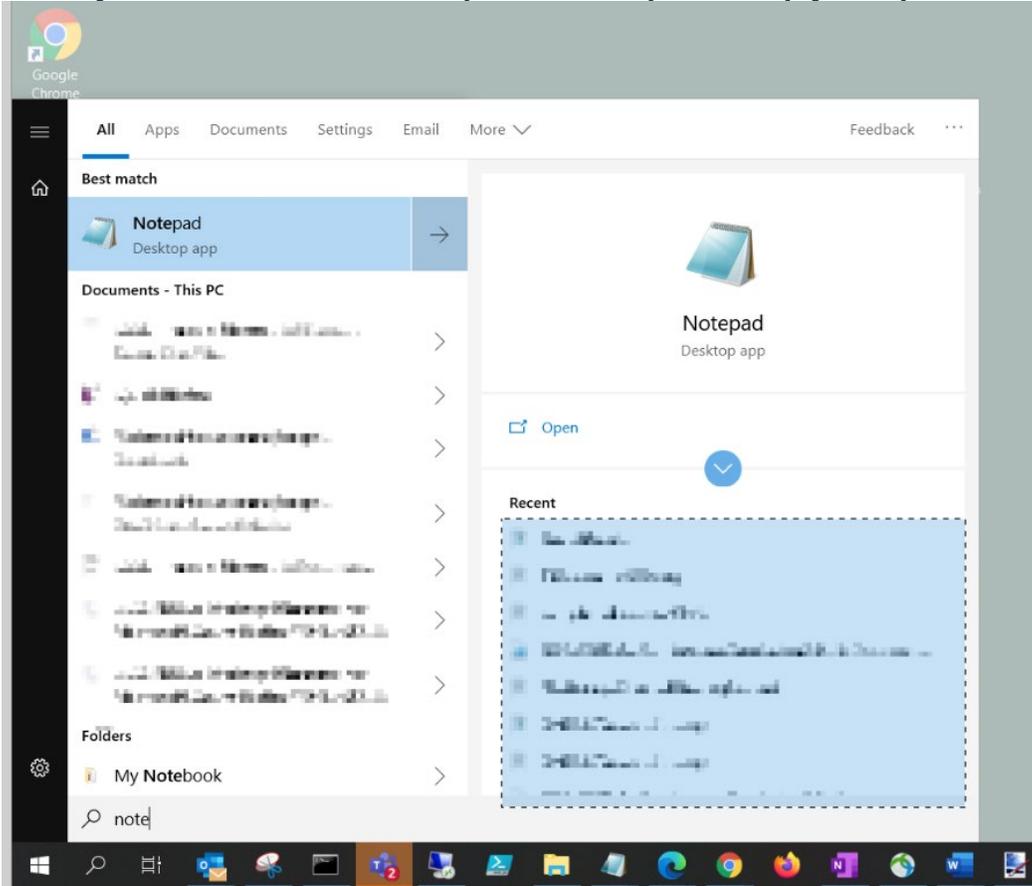
3. Click, hold and drag your mouse to highlight and select the addresses you want to move. Using CTRL+C, Copy the addresses.

In this example it would be right before the t in test@test.com.

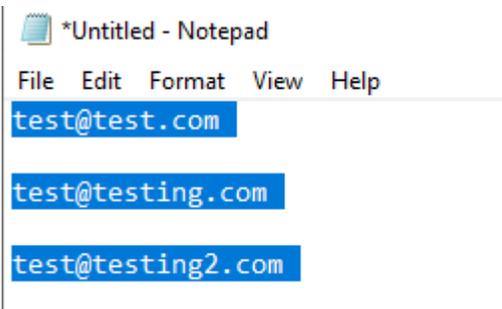
This screenshot shows the same interface as the previous one, but with a mouse cursor hovering over the first email address, 'test@test.com'. The text 'test@test.com' is highlighted in blue, indicating it has been selected for copying.



4. Search your local machine for Notepad.exe and open an empty Notepad file:



5. Paste this into an Empty Notepad then save it:

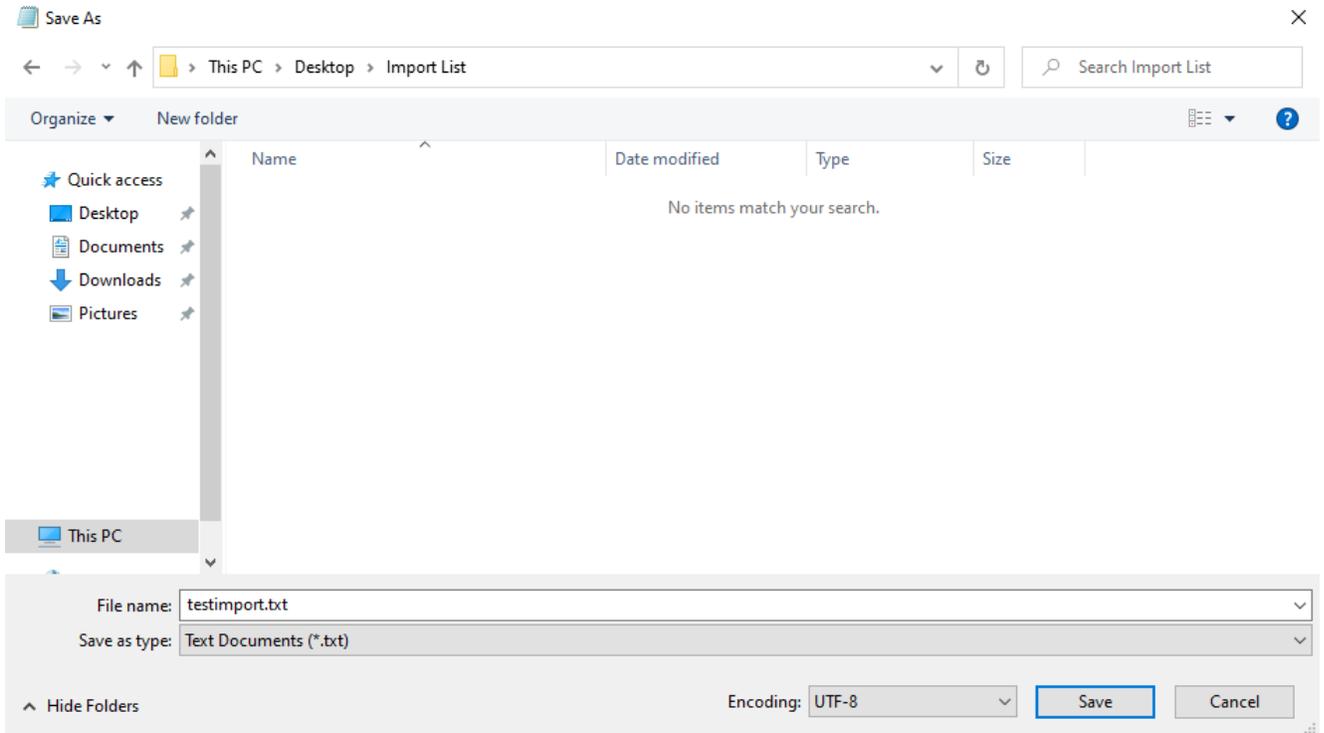




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Please note where the file is being saved.

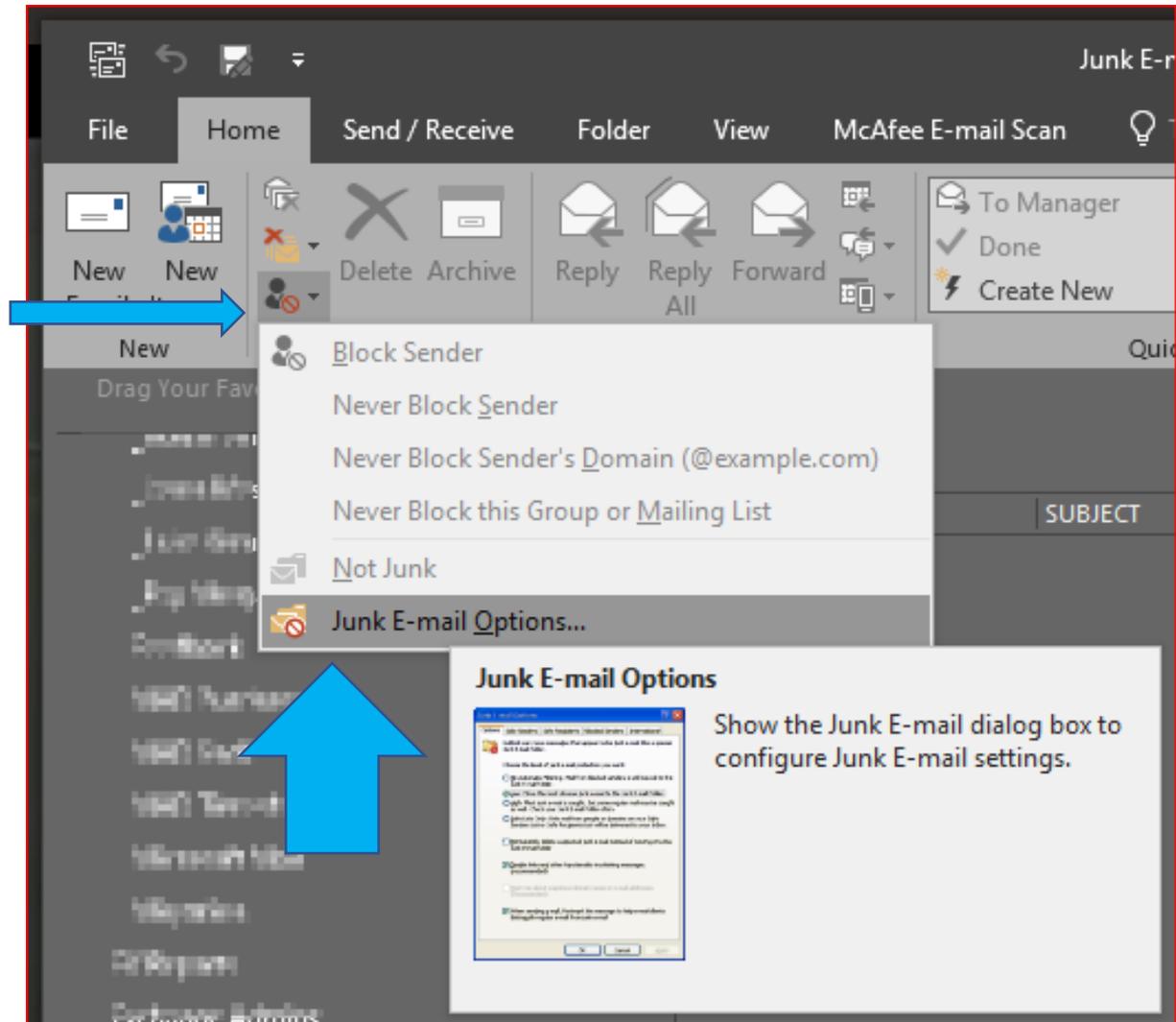




6. In Outlook Bring Up the Junk Folder Options

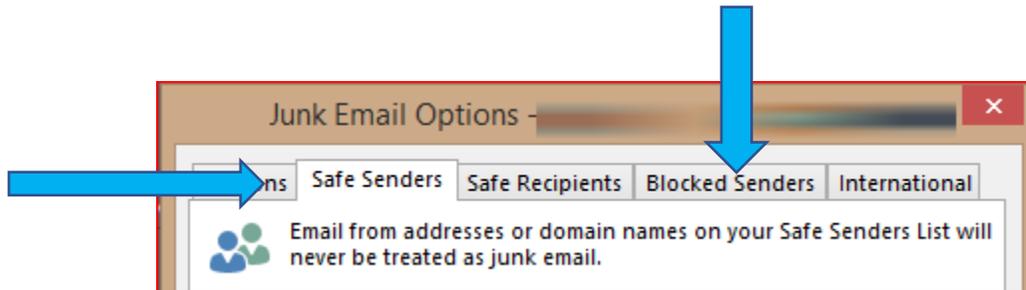
To access the options for saving and importing safe and blocked senders, click the Junk Mail icon (shown below).

In that menu, select "Junk E-mail Options..."





This will bring up a tabbed dialog window, the options we're concerned with here are Safe Senders, and Blocked Senders



7. Select the Import from File option and select your saved Text document





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Options Safe Senders Safe Recipients Blocked Senders International

Email from addresses or domain names on your Safe Senders List will never be treated as junk email.

test@test.com
test@testing.com
test@testing2.com

Add...
Edit...
Remove

Import from File...
Export to File...

Also trust email from my Contacts
 Automatically add people I email to the Safe Senders List

OK Cancel Apply

Hit Ok and you are done!