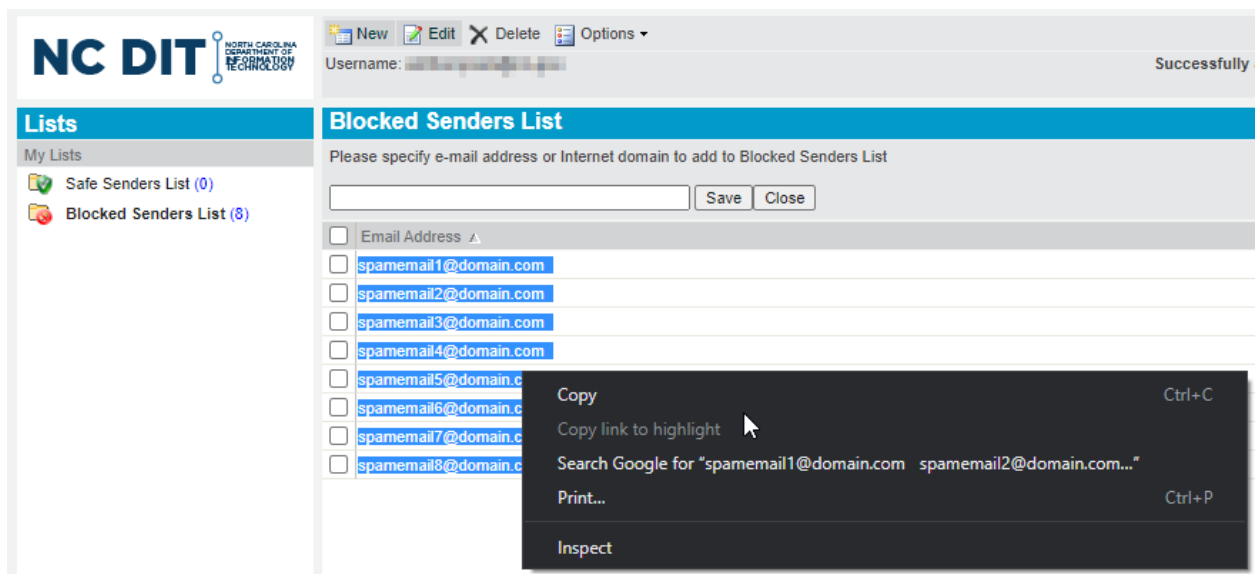


# How to Import Blocked Senders and Safe Sender Lists from ProofPoint to Microsoft 365

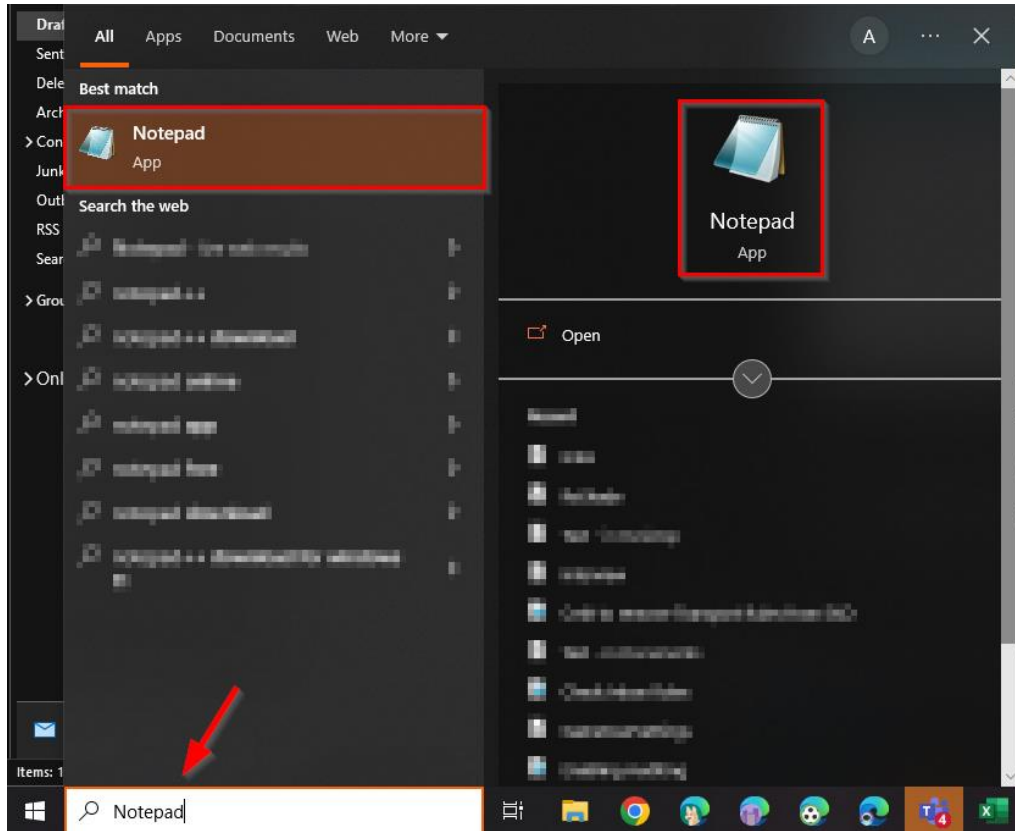
To transfer block/safe lists from your personal ProofPoint to Microsoft 365, please refer to the steps below for your reference!

## Exporting Blocked Senders/Safe Senders lists to a Notepad document:

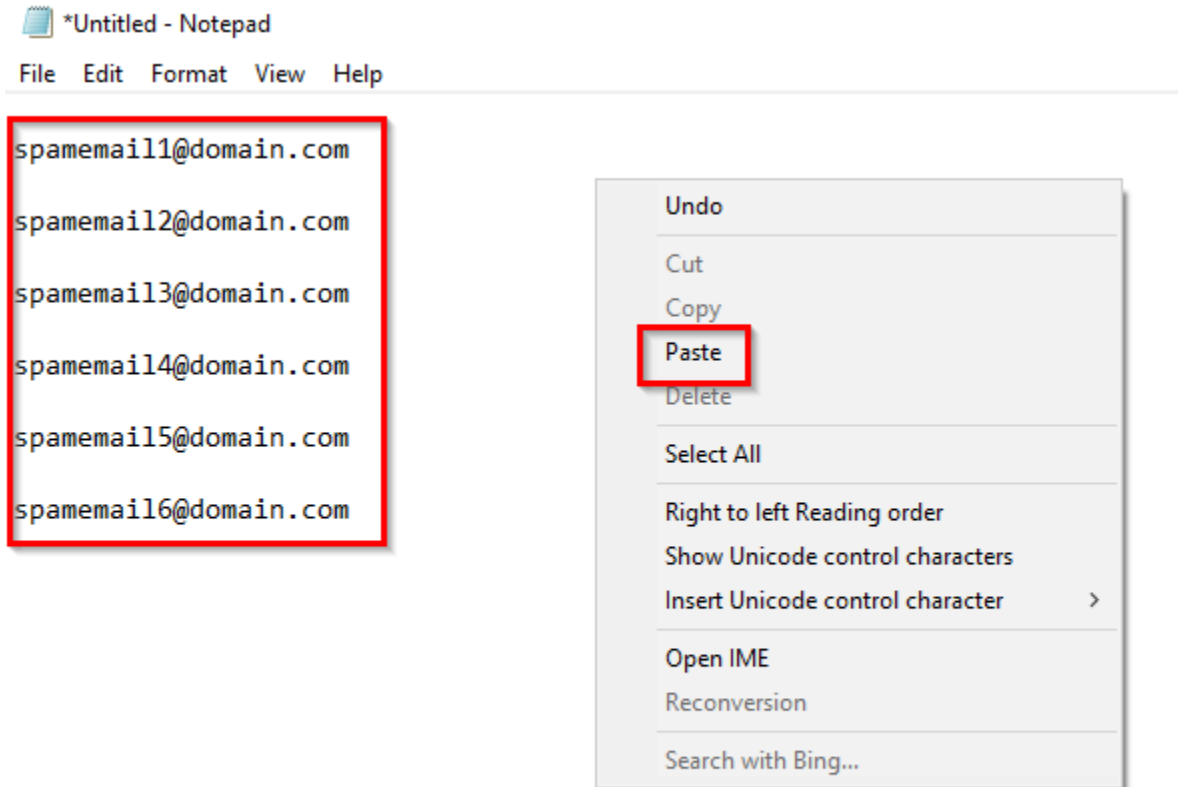
1. Log in manually at <https://00325001.pphosted.com:10020>
2. Enter your email address and password
3. Click Lists at the bottom left of the page
4. Click Blocked Senders, then highlight and copy all the emails within your Blocked Senders list
  - a. You can highlight all the emails that are in your Blocked Senders list by clicking and dragging your mouse from the top of the list down to the bottom
  - b. Afterwards, right click on the highlighted emails, then select Copy



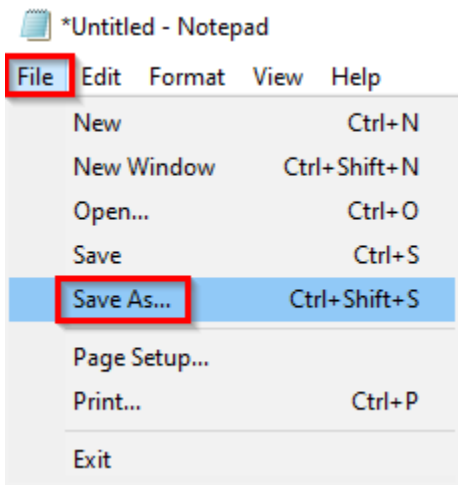
5. After copying the blocked emails, open the **Notepad** application via Windows Search

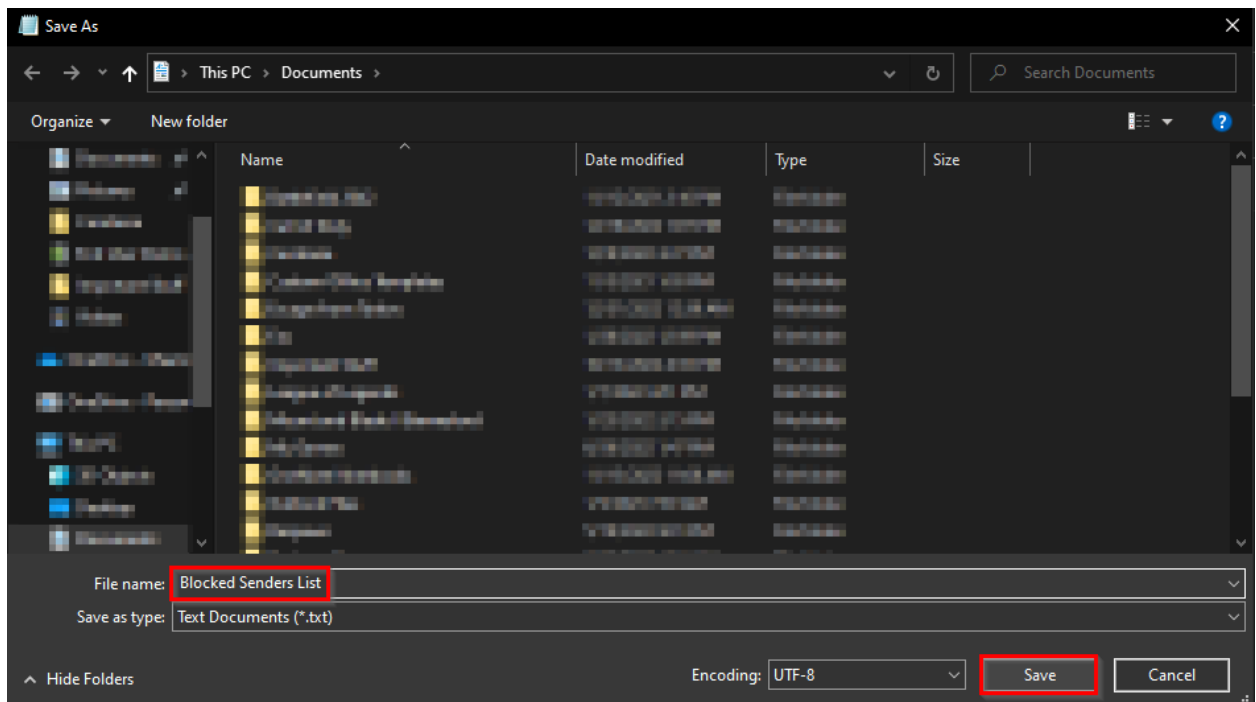


6. On the Notepad application, **right click** on the blank document, then select **Paste**



7. Next, select **File > Save as**, and name the file **Blocked Senders List**, then save the file somewhere accessible for later!



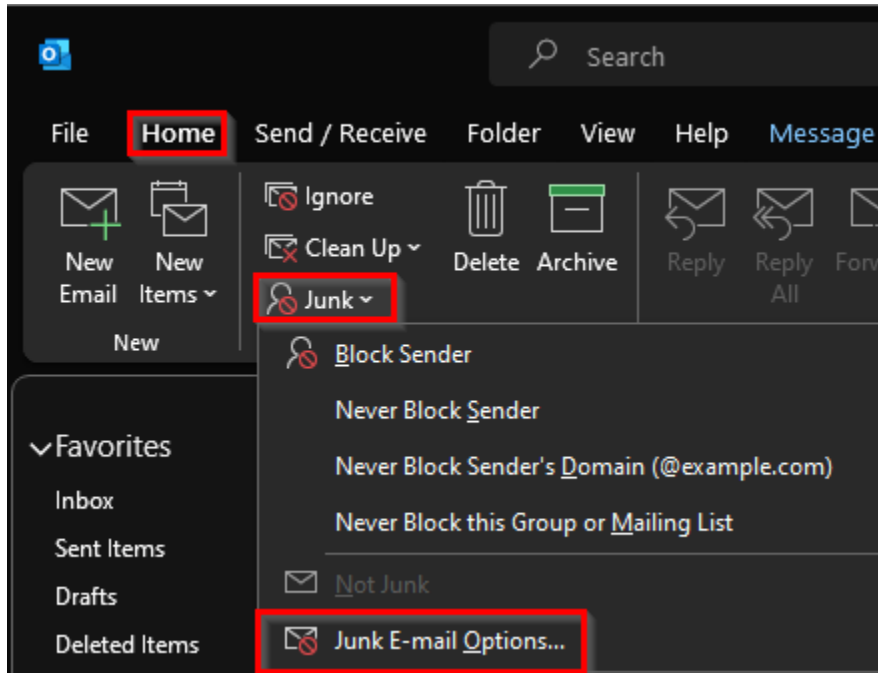


8. You can then repeat the same steps for your Safe Senders List!
  - a. **IMPORTANT \*\*\*** Keep in mind, we do not recommend using email overrides (Safe Senders Lists) since exceptions to spam filtering **CAN open up your organization to attacks** and **INCREASE security risk** regardless of Microsoft Defender's security coverage! \*\*\*
    - i. More info about this here: <https://learn.microsoft.com/en-us/microsoft-365/security/office-365-security/create-safe-sender-lists-in-office-365?view=o365-worldwide>

### Importing Blocked Senders Lists to Outlook Desktop App!

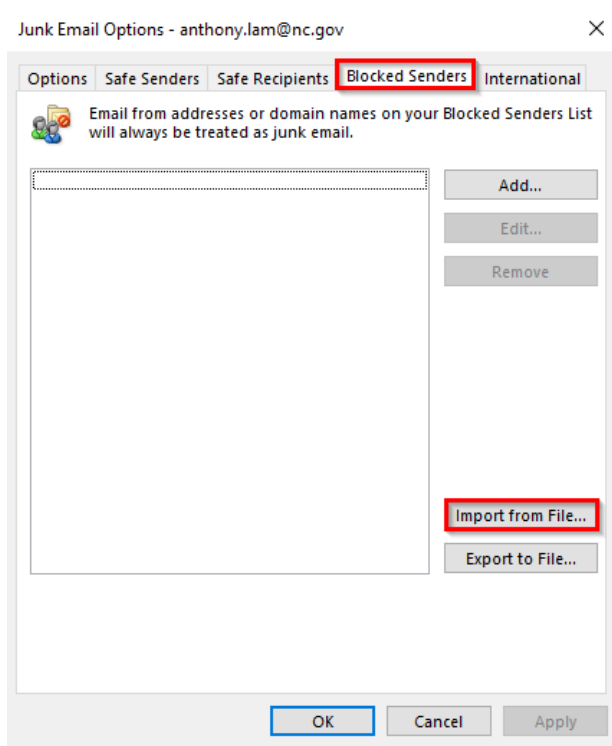
9. Navigate to the Outlook Desktop (ODA) App
10. Under the **Home** panel, select the button marked as **Junk**.

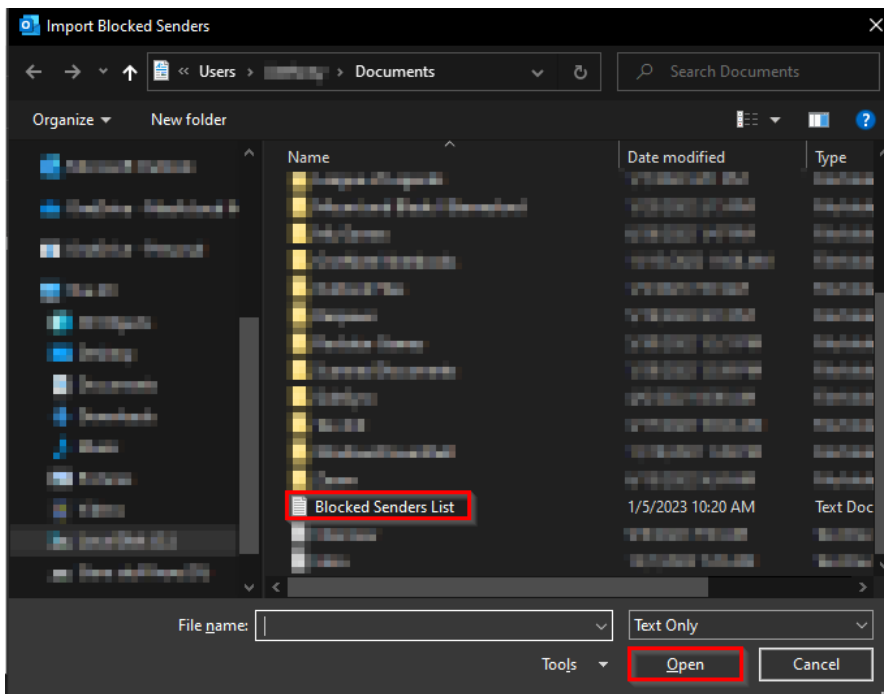
11. In the drop down, select **Junk E-mail Options**



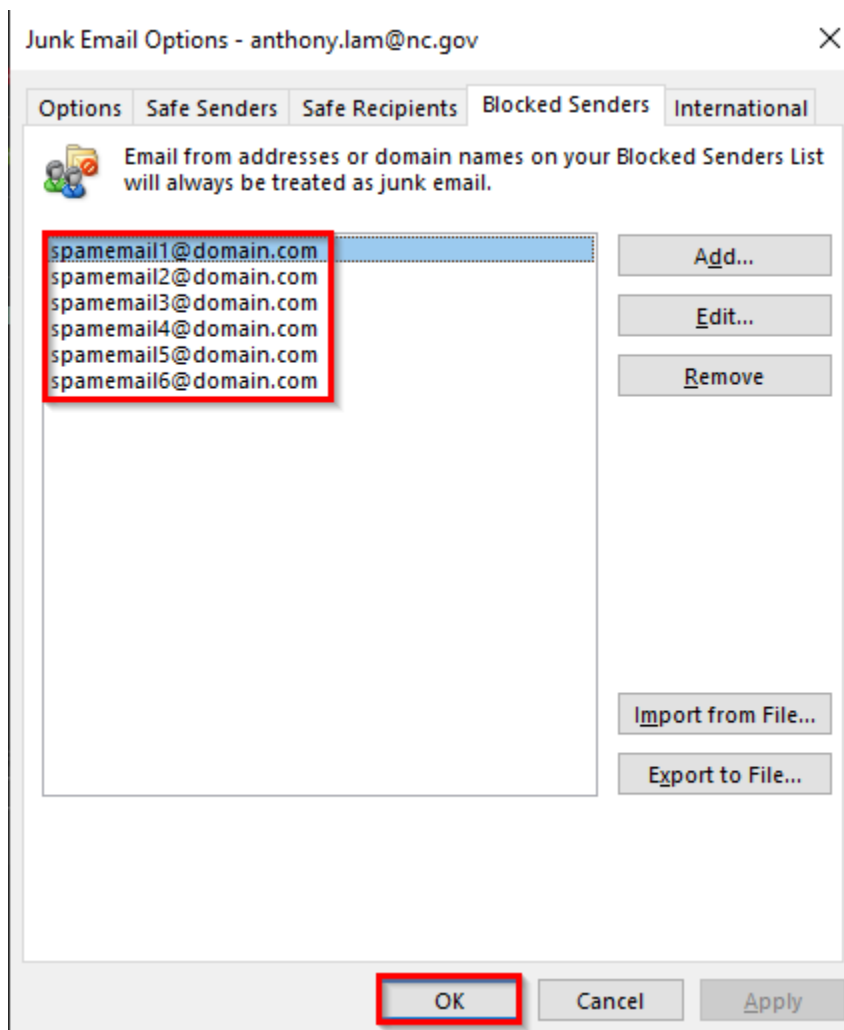
12. In the **Junk Email Options** window, select the **Blocked Senders** tab

13. Select **Import from File**, then locate the previously created Blocked Senders List document, select it, then click on the **Open** button





14. After clicking on the **Open** button, your Blocked Senders List should now populate within Outlook, to which you can then finalize the import by selecting the **OK** button!



15. You can then repeat the above steps for the Safe Senders List!
  - a. **IMPORTANT** \*\*\* Keep in mind, we do not recommend using email overrides (Safe Senders Lists) since exceptions to spam filtering **CAN open up your organization to attacks** and **INCREASE security risk** regardless of Microsoft Defender's security coverage! \*\*\*
    - i. More info about this here: <https://learn.microsoft.com/en-us/microsoft-365/security/office-365-security/create-safe-sender-lists-in-office-365?view=o365-worldwide>