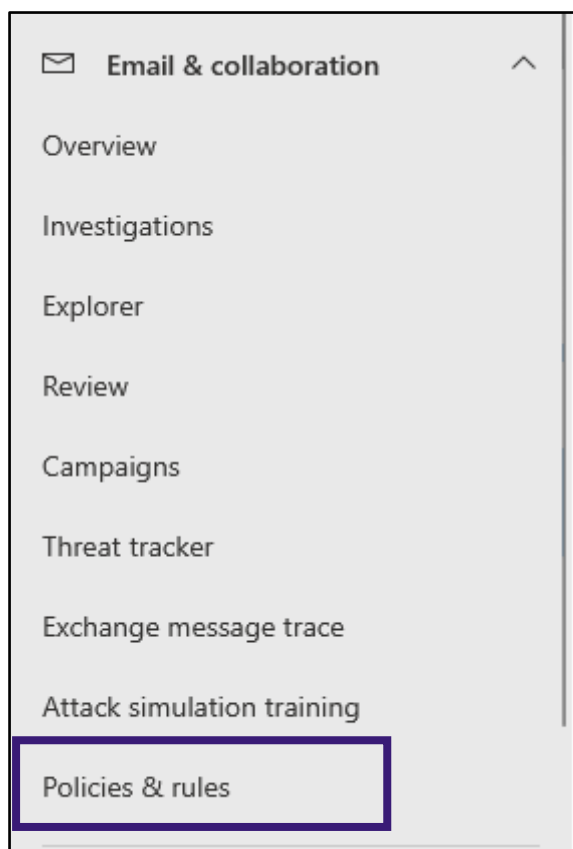




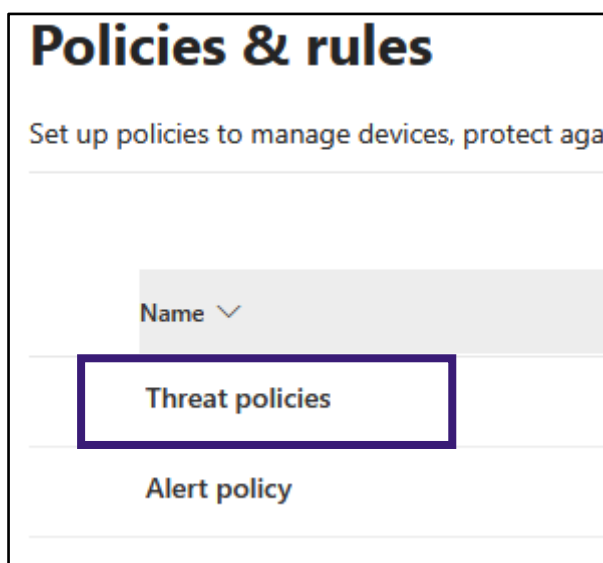
## How to whitelist an email in M365

Open your browser and go to <https://security.microsoft.com/>.

- 1) Fold out “Email & Collaboration” on the left and select “Policies & Rules” at the bottom.



- 2) Click on “Threat Policies”



### 3) Under Threat policies, select “Anti-spam”

## Threat policies

### Templated policies

|                                                                                   |                          |                                                                                                         |
|-----------------------------------------------------------------------------------|--------------------------|---------------------------------------------------------------------------------------------------------|
|  | Preset Security Policies | Easily configure protection by applying all policies at once using our recommended protection templates |
|  | Configuration analyzer   | Identify issues in your current policy configuration to improve your security                           |

### Policies

|                                                                                   |                  |                                                                                                                         |
|-----------------------------------------------------------------------------------|------------------|-------------------------------------------------------------------------------------------------------------------------|
|  | Anti-phishing    | Protect users from phishing attacks, and configure safety tips on suspicious messages.                                  |
|  | Anti-spam        | Protect your organization's email from spam, including what actions to take if spam is detected                         |
|  | Anti-malware     | Protect your organization's email from malware, including what actions to take and who to notify if malware is detected |
|  | Safe Attachments | Protect your organization from malicious content in email attachments and files in SharePoint, OneDrive, and Teams      |
|  | Safe Links       | Protect your users from opening and sharing malicious links in email messages and Office apps                           |

### 4) In the side panel that folds out, scroll to the bottom and select “Edit Allowed...”

Policies & rules > Threat policies > Anti-spam policies

## Anti-spam policies

We recommend enabling preset security policies to stay updated with new security controls and our recommended settings. [View preset security policies](#)

Use this page to configure policies that are included in anti-spam protection. These policies include connection filtering, spam filtering, and outbound spam filtering.

[+ Create policy](#) [Refresh](#)

| Name                                                                   | Status    |
|------------------------------------------------------------------------|-----------|
| <input checked="" type="checkbox"/> Anti-spam inbound policy (Default) | Always on |
| <input type="checkbox"/> Connection filter policy (Default)            | Always on |
| <input type="checkbox"/> Anti-spam outbound policy (Default)           | Always on |

 **Anti-spam inbound policy (Default)**  
Always on | Priority Lowest

DefaultFullAccessPolicy

Intra-Organizational messages to take action on

Default

Enable spam safety tips  
On

Enable for spam messages  
On

Enable for phishing messages  
On

Retain spam in quarantine for this many days  
30

[Edit actions](#)

Allowed and blocked senders and domains

Allowed senders  
81 senders

Allowed domains  
58 domains

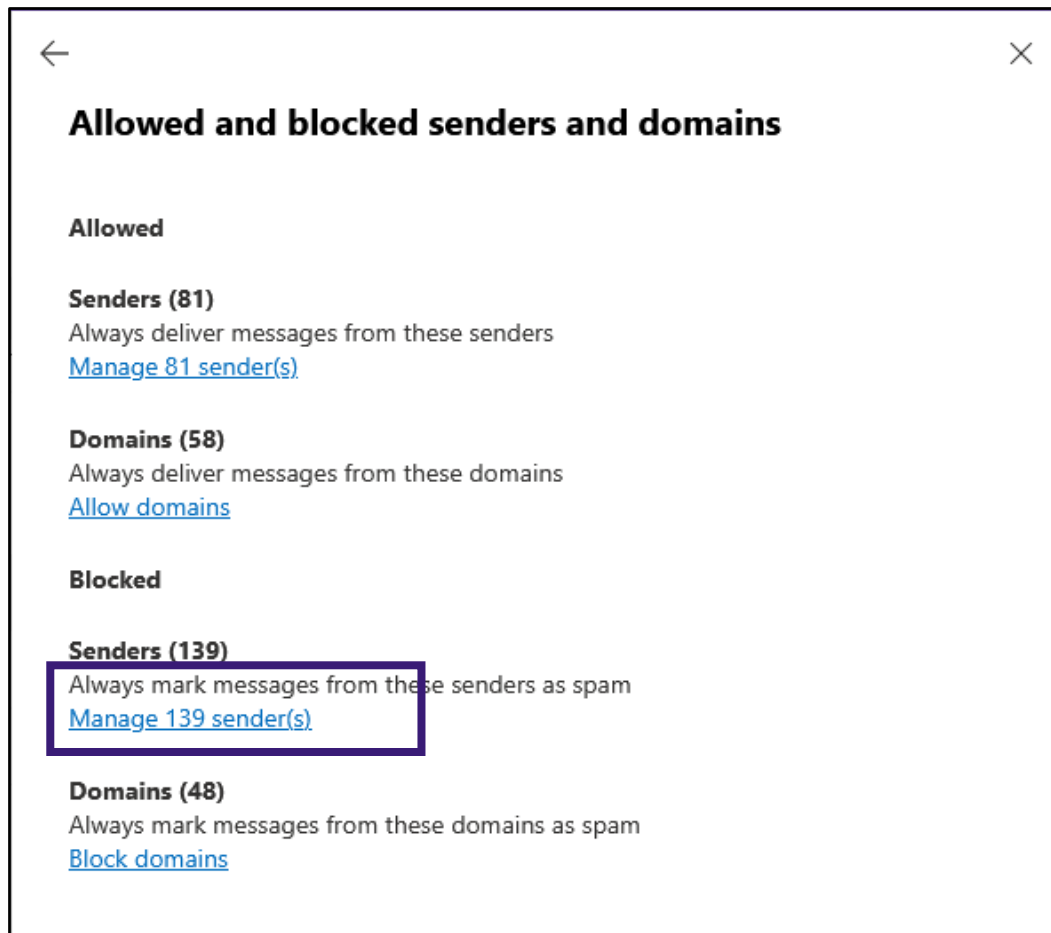
Blocked senders  
139 senders

Blocked domains  
48 domains

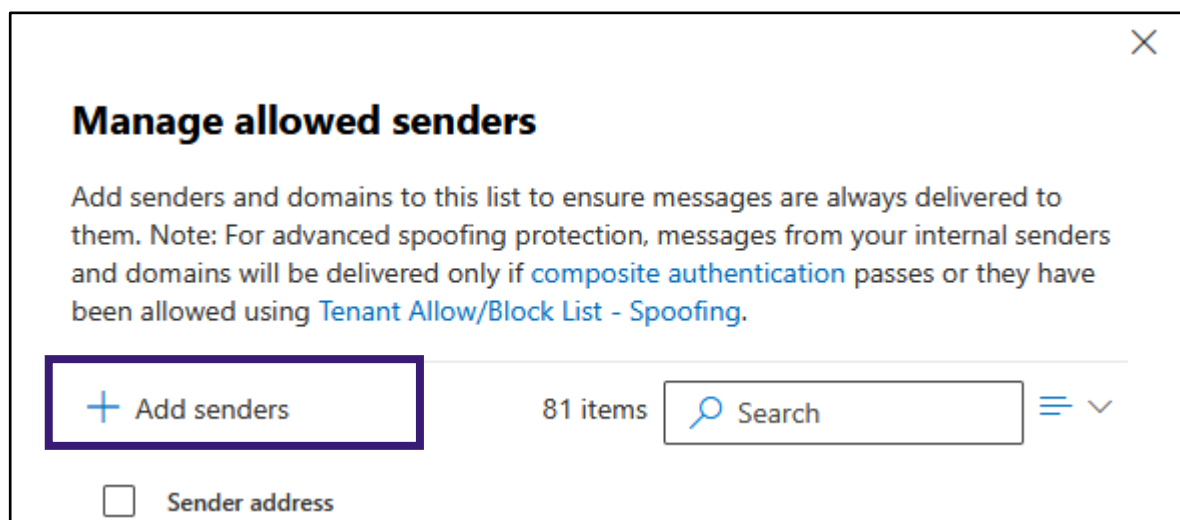
[Edit allowed and blocked senders and domains](#)

[Close](#)

5) In Allowed and Blocked Senders and Domains select “Manage (number) Sender(s)”



6) Click on “+ Add Senders”



7) Enter the email address: [otp@simonschools.net](mailto:otp@simonschools.net) & 'Add sender'

- Click 'Done'
- Click 'Save' at the bottom
- Click 'Close' to exit



**Add senders**

Add an email address and press add. When you are done, click save to apply changes.

Sender

 otp@simonschools.net 