

## Lab Instructions – EOP Malware filter

1. From Microsoft 365 Admin center select **Exchange**
2. Select **Protection**
3. Scroll down on the right to view the Default settings
4. Click on the Edit icon (pencil) to edit the Default Policy
5. You have a choice of Yes or No under Do you want to notify recipients if their messages are quarantined (Leave on Yes)
6. Scroll down to the Common Attachment filter if it's not on turn it on
7. Click on Add and select the extension types – click on .ani
8. Select Add then click on OK
9. Scroll down to configure the Malware Zero-hour Auto Purge (Leave on)
10. Under Notification – internal and external senders are selected
11. Under Administrative notification uncheck the second notification check box
12. Check the first notification check box
13. Click inside that box then uncheck the box
14. Scroll down to view where you would need to type the notification email addresses and messages that you would have had to fill in if the notifications were checked off
15. When you have completed the scrolling click on Save.