

Lab Instructions – Anti-Spam policy

1. From Microsoft 365 Admin Center select **Threat Management, Policy, Anti-Spam**.
2. Read the description under Anti-Spam settings . Scroll across to the right to read the end of the lines. Scroll back across to the left until you see **+Create a policy**
3. Click on **+Create a policy**. Enter the following information

Name: Anti Spam Policy

Description: Anti Spam

4. You will be presented with a list of options
5. Under **Spam** click the down arrow and choose **Quarantine message** from list of option. (**PLEASE MAKE NOTE THE DEFAULT ACTION FOR EACH OPTION**)
6. Under **High confidence spam** choose **Quarantine** also. (If you use a mail flow rule to set SCL of 7, 8, or 9 the message will be treated as **high confidence spam**.....Check out spam confidence levels at the link <https://docs.microsoft.com/en-us/microsoft-365/security/office-365-security/spam-confidence-levels?view=o365-worldwide>).
7. Under **Phishing** select **Quarantine message**
8. Under **High Confidence Phishing email** select **Quarantine**
9. Under **Bulk email** select **Move message to Junk Email folder**
10. Under **Select the threshold** select **5**
11. Observe other options during the scrolling down movement of the scroll bar
12. Click on **Allow** and click on **Edit** to edit the **Allow Sender** list
13. Click in the **Enter Sender** box and type user7@contoso.com;user8@contoso.com
14. Select **Save**
15. Click on **Spam properties**
16. Select **International Spam**
17. Select **Spam Properties**
18. Select **Mark as spam**
19. Observe the various options
20. Click on the scroll bar
21. Select on for **Frame or iframe tags in html**
22. Click on **Applied To**
23. Select **Add a condition, select Recipient**. Click in the **Add the tag** box and select **Lynn**.
24. Click the down arrow, then click on **Save**