How To: Migrate Blocked/Allowed Senders and Domains List from Proofpoint to Office365

This document is related to the migration from Proofpoint to Office365 for suspicious or spam emails.

Export/Copy Safe Senders

- 1. Open the Microsoft Outlook desktop application or OWA (Outlook through the web).
- 2. Search for an email from spam_digest@lynn.edublocked URL.
- 3. Click on Manage My Account.
- 4. Go to Lists on the Left toward the bottom.
- 5. Select Safe Senders List.
 - a. Highlight all email addresses/domains.
 - b. Right-click and click copy.
 - c. Open Microsoft Word, create a new document, and paste the text.
 - d. Ensure there is only one email address or domain name per line.
 - e. Go to the File Menu and click "Save As".
 - i. Under the file format pull-down menu, select the Plain Text (.txt) file type.
 - ii. Name the "SafeSenders " file and save it to a location you can find it in (Ex. Desktop).

Export/Copy Blocked Senders

- 1. Open the Microsoft Outlook desktop application or OWA (Outlook through the web).
- 2. Search for an email from spam_digest@lynn.edublocked URL.
- 3. Click on Manage My Account.
- 4. Go to Lists on the Left toward the bottom.
- 5. Select Blocked Senders List.
 - a. Highlight all email addresses/domains.
 - b. Right-click and click copy.
 - c. Open Microsoft Word, create a new document, and paste the text.



d.

Make sure that there

- is one email address or domain name per line.
- e. Go to the File Menu and click "Save As".
 - i. Under the file format pull-down menu, select the Plain Text (.txt) file type.
 - ii. Name the "BlockedSenders " file and save it to a location you can find it in (Ex. Desktop).

Import Using Outlook Desktop Application (Bulk Import supported using a txt file)

1. Open the Microsoft Outlook desktop application.

2. Go to Home Tab > Junk > Junk E-mail Options.

Options	Safe Senders	Safe Recipients	Blocked Senders	International	
	Email from a treated as ju	or domain	names on your Sal	fe Senders List	will never be
@2nd.n	nd uv©tamu.edu			*	Add
- 39	,				Edit
					lemove
			-	Impo	t from File
				Y Exp	ort to File
Also	trust email from	n my Contacts			
Auto	matically add p	eople I email to th	he Safe Senders List	1	
			OK	Cancel	Apply

- 1. To import Safe Senders using the Safesenders.txt file that you created earlier, click the "Import from File" button.
 - a. Click on the Safe Senders Tab.
 - b. Find and select your file, then click open.
 - c. The addresses should appear in the Safe Senders list now. Click Apply. Then click ok.
 - d. Your Safe Senders list has now been imported.

		Add
		Edit
		Remove
		mport from File
		Export to File

- 1. To import Blocked Senders using the BlockedSenders.txt file that you created earlier, click the "Import from File" button.
 - a. Click on the Blocked Senders Tab.
 - b. Find and select your file, then click open.
 - c. The addresses should appear in the Safe Senders list now. Click Apply. Then click ok.
 - d. Your Blocked Senders list has now been imported.

Import using OWA (Manual entry one by one)

- 1. Open OWA using a web browser on a computer by going to outlook.office.com
- 2. Log in with your Lynn username and password
- 3. Once logged in, click the gear in the upper right-hand corner.
 - a. In the search field, enter Junk. Select Safe senders and domains from the search results.
 - b. On the "Junk email" page under Safe senders and domains, click +Add.

- c. Copy the first address in your Safe Senders List file and paste it into the empty field. Make sure there are no spaces at the end of the address.
- d. Press enter to add the address to the list.
- 4. Repeat for the remaining addresses.
 - a. If you need to edit an address you have already entered, select it from the list and click the Pencil icon.
 - b. If you need to delete an address you have already entered, select it from the list and click the Trash Can icon.

Set	tings	Layout	Junk email		×
0	Search settings	Compose and reply	Safe condexe and domains		
<u> </u>	General	Attachments	Don't move email from these senders to my Junk Email folder.		
	Mail	Rules	+ Add	♀ Search list	
	Calendar	Sweep			
RR	People	Junk email	joe@doe.com		
	View quick settings	Customize actions	2nd.md	Ø	Î.
	fren galen bettings	Sync email	aggiebuy@tamu.edu	0	1

- 1. Continue this process to import addresses into the Blocked Senders list.
 - a. In the search field, enter Junk. Select Blocked senders and domains from the search results.
 - b. On the "Junk email" page under Blocked senders and domains, click +Add.
 - c. Copy the first address in your Blocked Senders List file and paste it into the empty field. Make sure there are no spaces at the end of the address.
 - d. Press enter to add the address to the list.
- 2. Repeat for the remaining addresses.
 - a. If you need to edit an address you have already entered, select it from the list and click the Pencil icon.
 - b. If you need to delete an address you have already entered, select it from the list and click the Trash Can icon.

Settings	Layout	Junk email	\times
Search settings	Compose and reply Attachments	Blocked senders and domains Move email from these senders or domains to my Junk Email folder.	
🖾 Mail	Rules	+ Add Q Search list	
🛗 Calendar	Sweep		
R ^R People	Junk email	blocked@somewhere.com	