

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

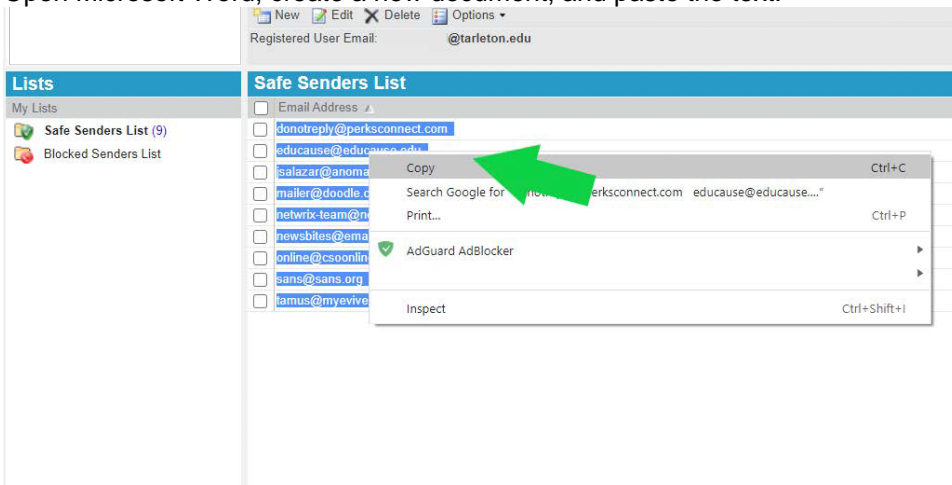
This document is related to the migration from Proofpoint to Office365 for suspicious or spam emails.

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.

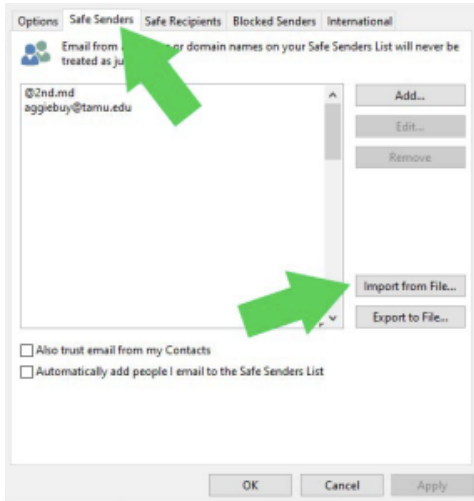


- d. Make sure that there
is one email address or domain name per line.
- e. Go to the File Menu and click "Save As".
 - i. Under the file format pull-down menu, select the Plain Text (.txt) file type.
 - ii. Name the " BlockedSenders " file and save it to a location you can find it in (Ex. Desktop).

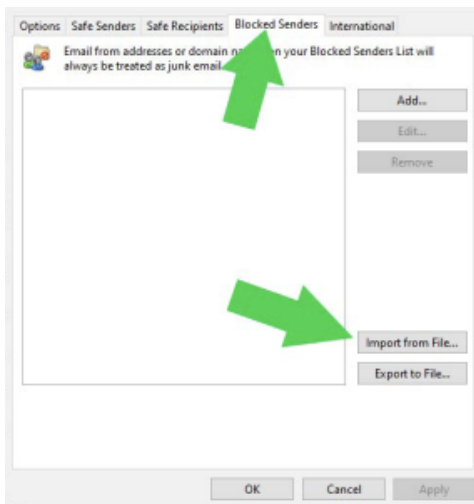
Import Using Outlook Desktop Application (Bulk Import supported using a txt file)

1. Open the Microsoft Outlook desktop application.

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



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.

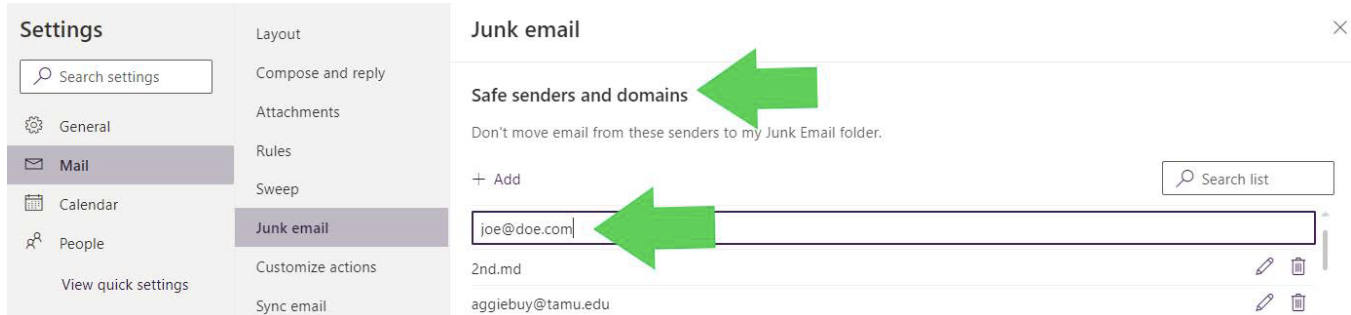


1. To import Blocked Senders using the BlockedSenders.txt file that you created earlier, click the "Import from File" button.
 - a. Click on the Blocked Senders Tab.
 - b. Find and select your file, then click open.
 - c. The addresses should appear in the Safe Senders list now. Click Apply. Then click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



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.

