



Office 365

Exporting and Importing Safe and Blocked Senders List

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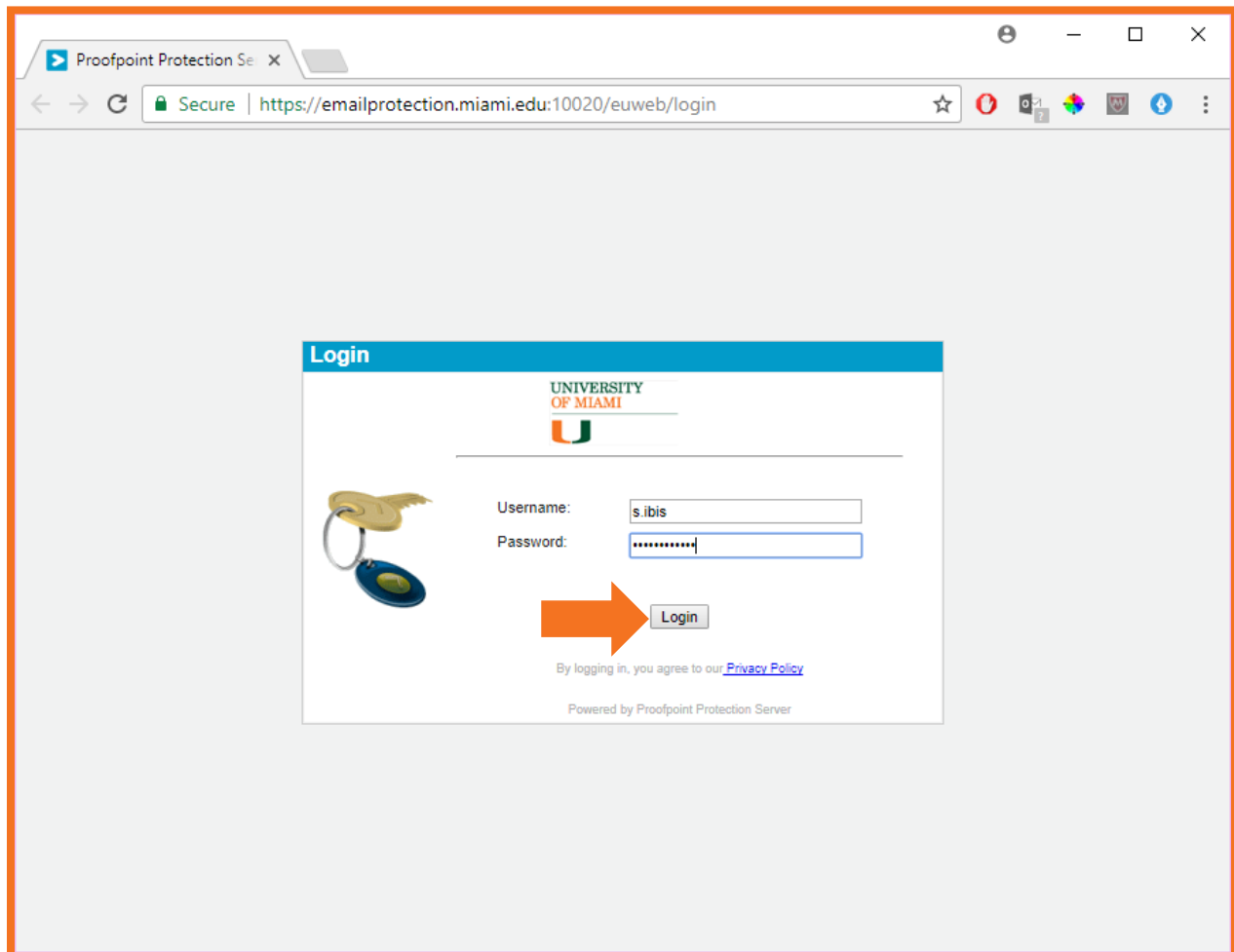
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Exporting Safe and Blocked Senders List

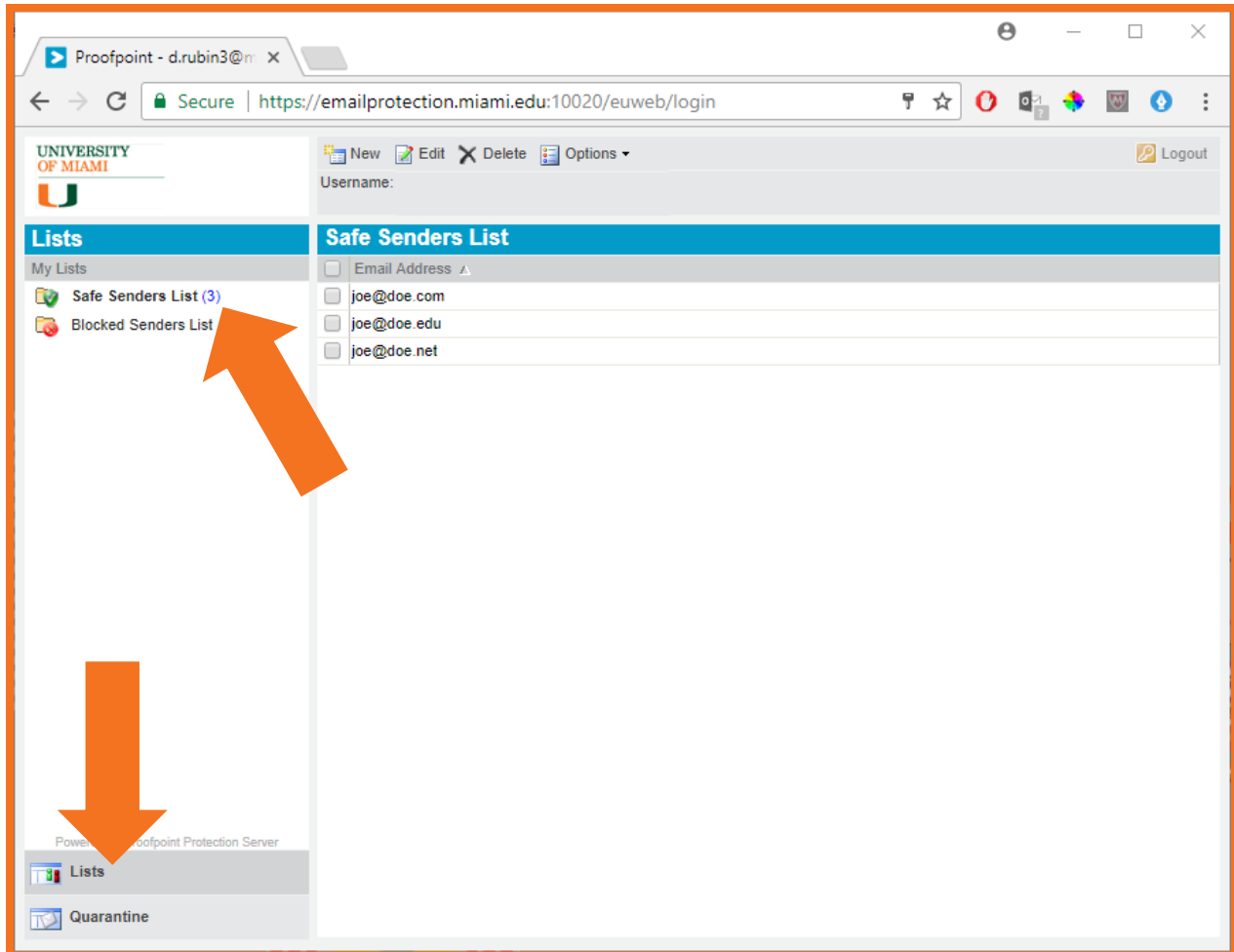
With Office 365, you can manage your Safe Senders and Blocked Senders list using Outlook and the webmail. You will first have to export your Safe Senders and Blocked Senders list from ProofPoint.

Exporting Safe Senders List

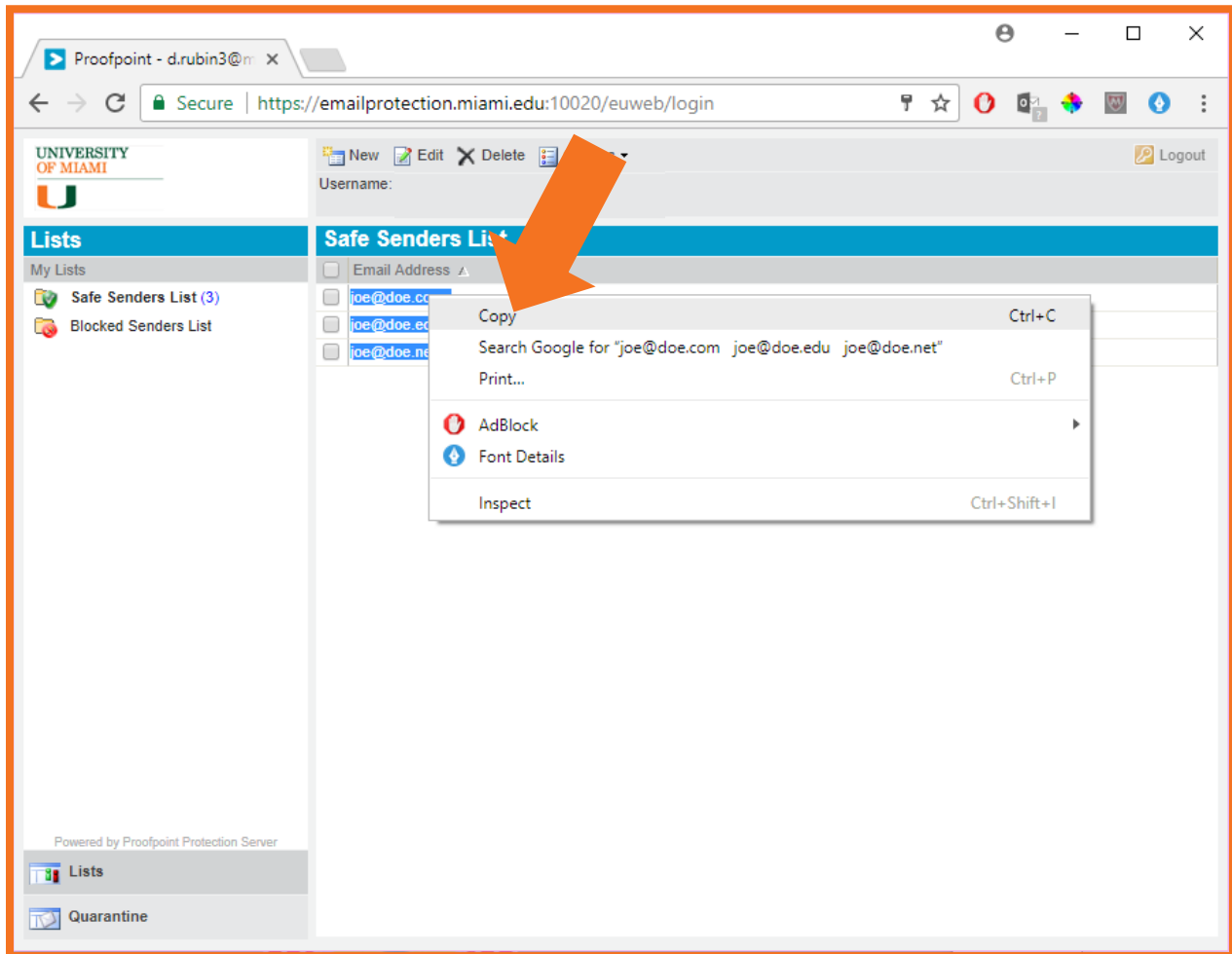
1. In a web browser, go to <http://miami.edu/emailprotection>.
2. Enter your CaneID and password, and then click **Login**.



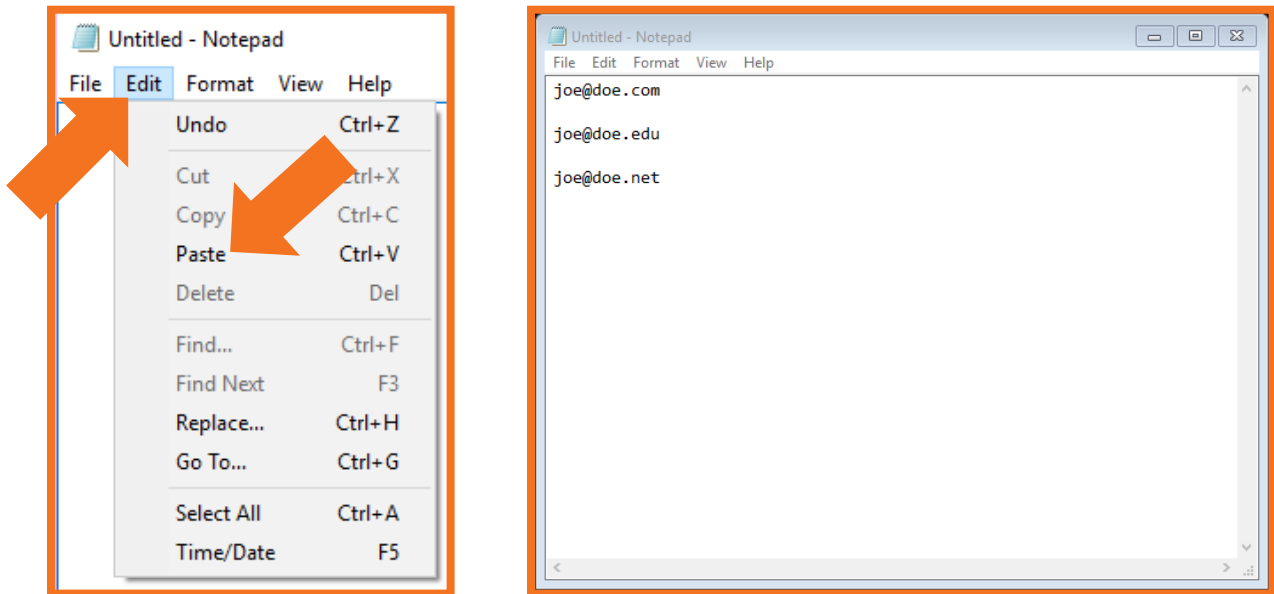
3. Select **Lists** in the bottom left-hand corner.
4. On the left-hand side, click **Safe Senders List**.
5. Your Safe Senders list will appear.



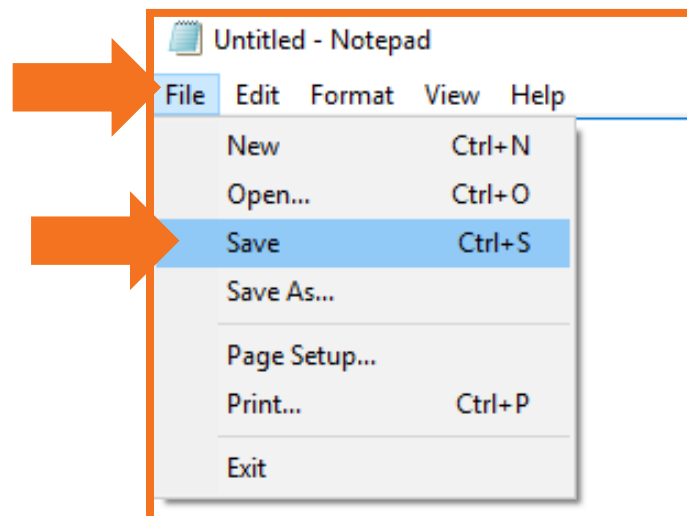
6. Highlight all of the addresses, right click on one of the names, and click **Copy** from the menu that appears.



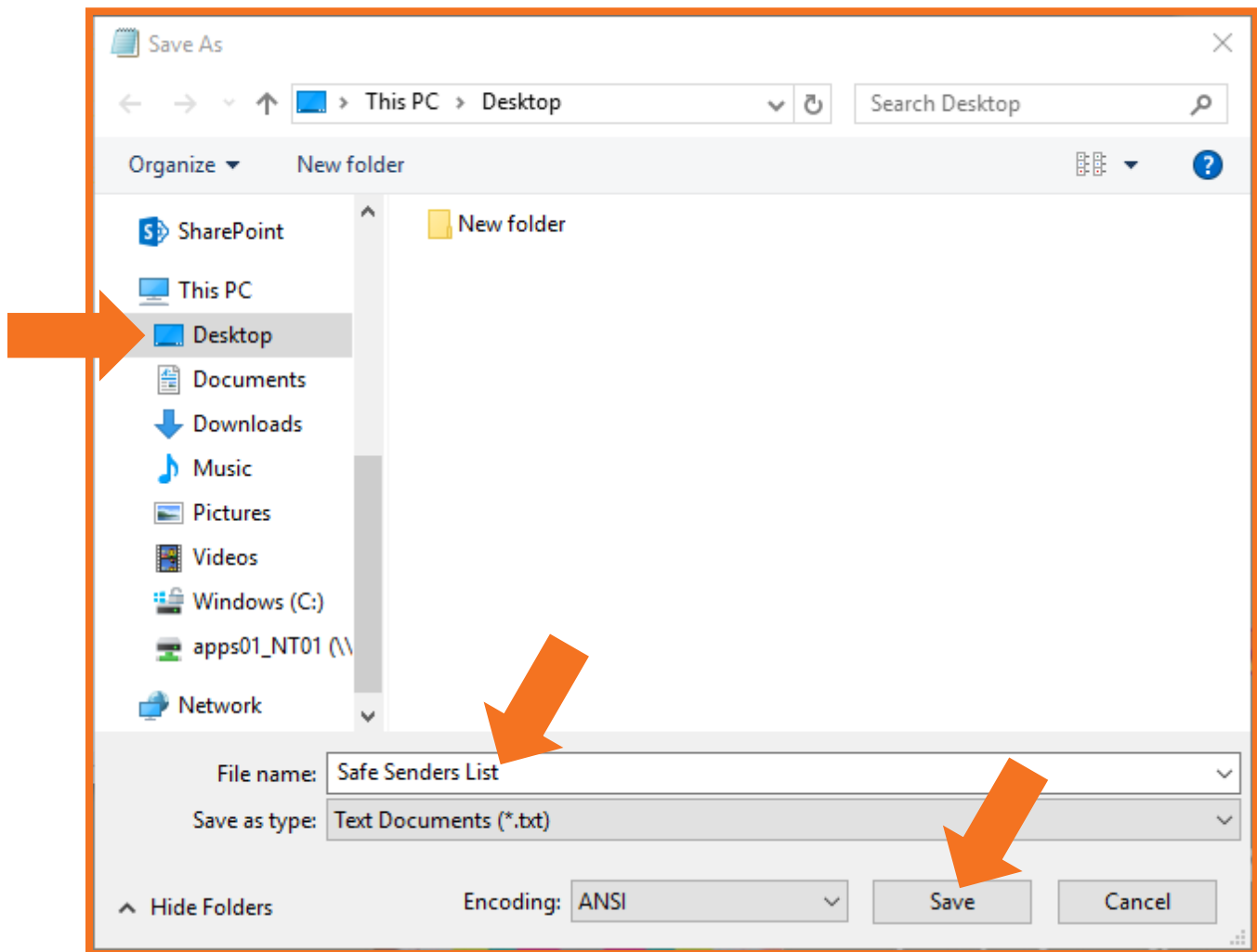
7. On your computer, open **Notepad** if you are on a PC. Open **TextEdit** if you are on a Mac.
8. In Notepad/TextEdit, click the **Edit** menu and select **Paste**.
9. The Safe Sender email addresses should paste.



10. Click **File > Save**.

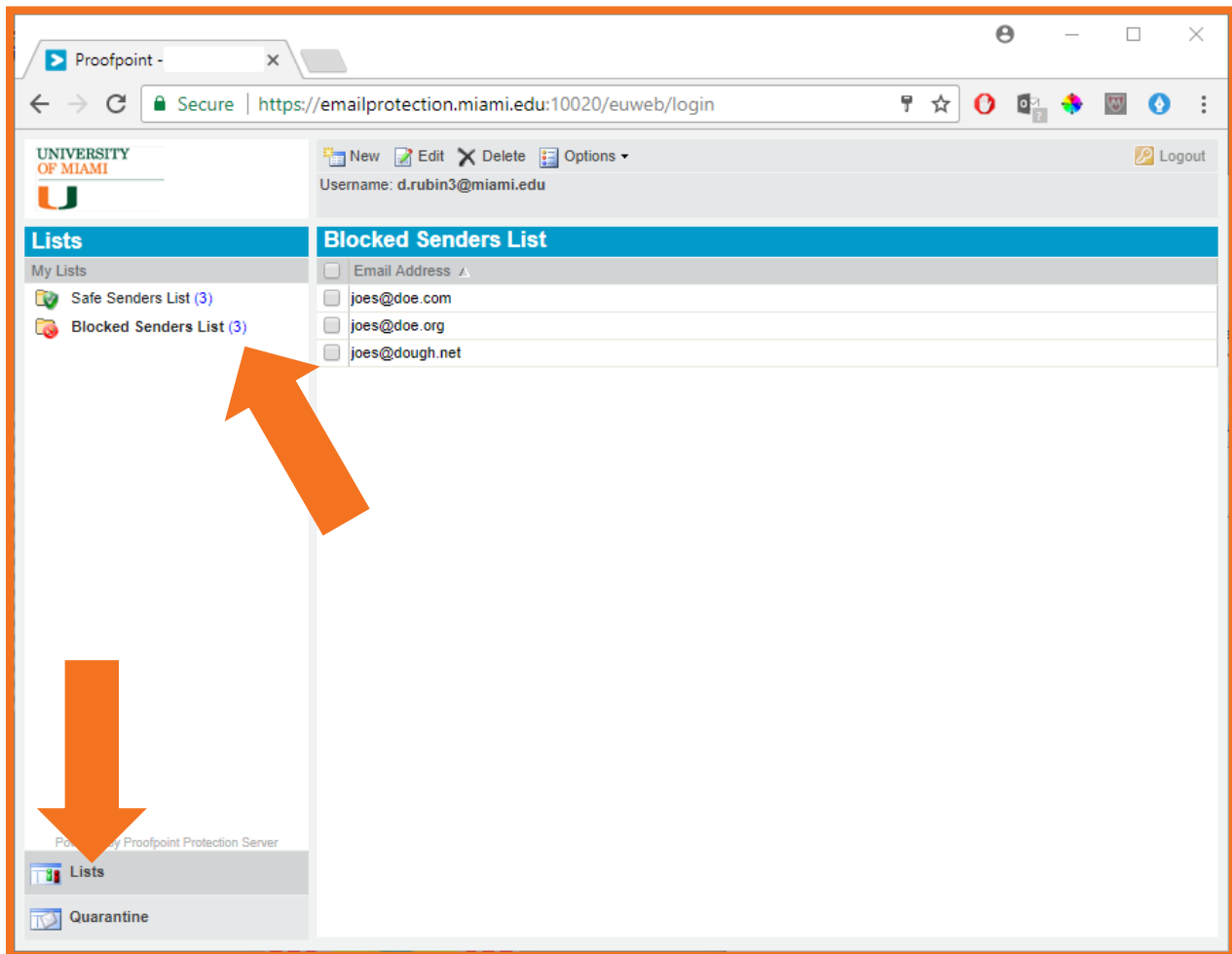


11. In the Save As window, select the **Desktop** folder on the left if you are on a PC. On a Mac select **Desktop** from the dropdown next to Where:. This will save the file to the desktop.
12. In the File Name field enter file "Safe Senders List."
13. Click **Save**.
14. Exit Notepad/TextEdit.

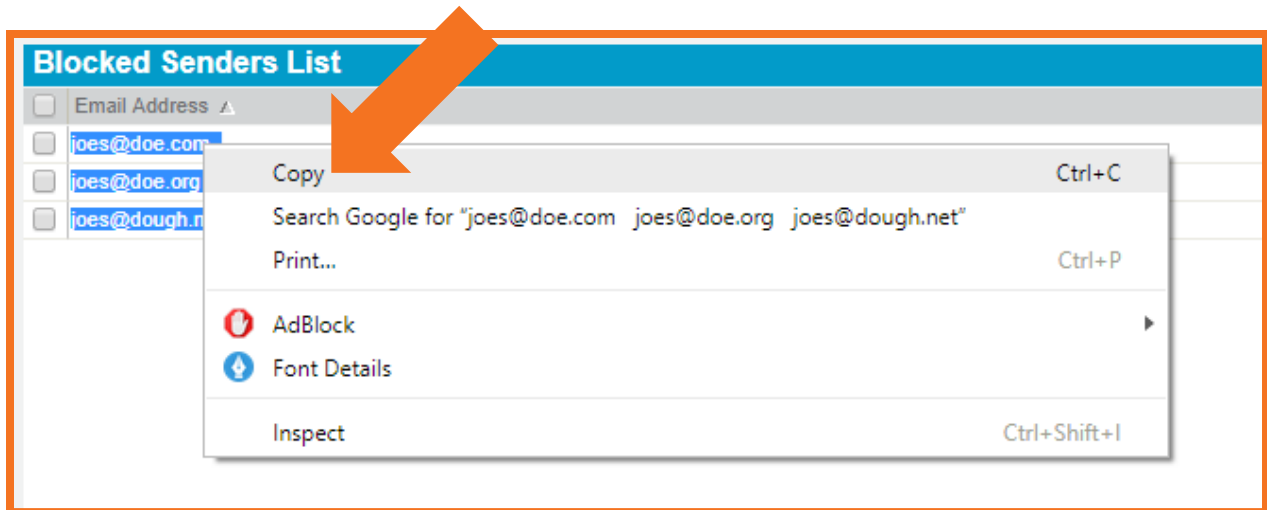


Exporting Blocked Senders List

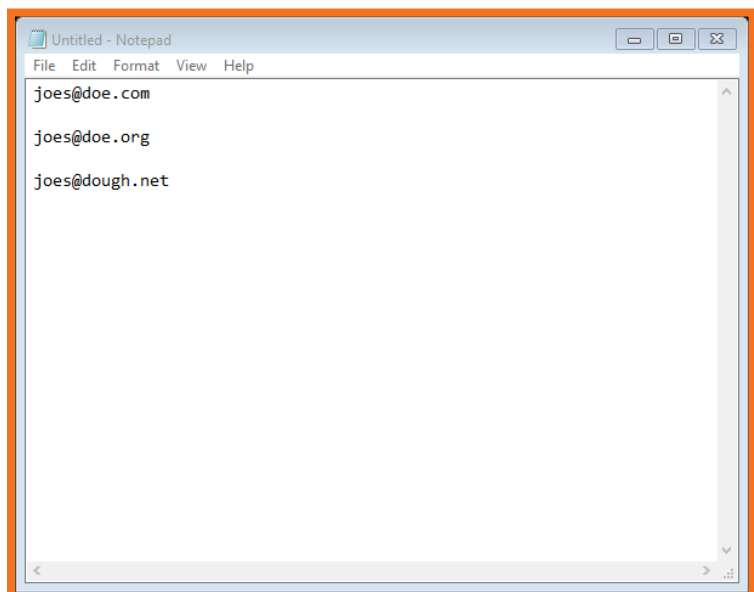
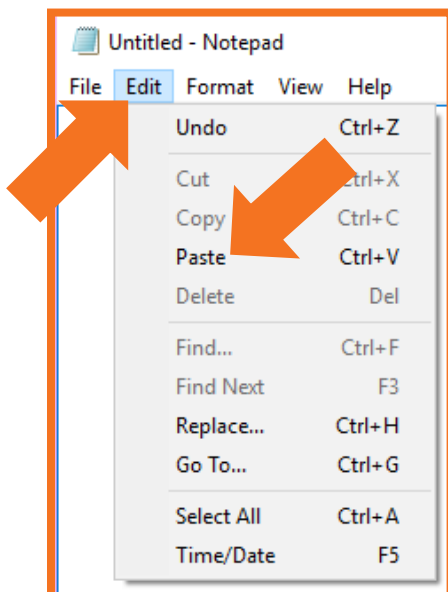
1. In a web browser, go to <http://miami.edu/emailprotection>.
2. Provide your caneID and password, if prompted.
3. Select **Lists** in the bottom left-hand corner.
4. On the left-hand side, click **Blocked Senders List**.



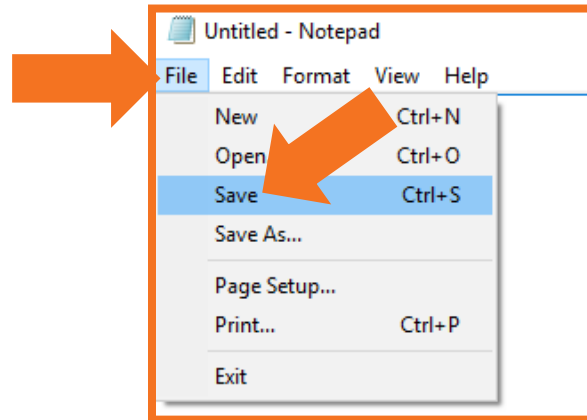
5. Your Blocked Senders list will appear.
6. Highlight all of the addresses, right click on one of the names, and click **Copy** from the menu that appears.



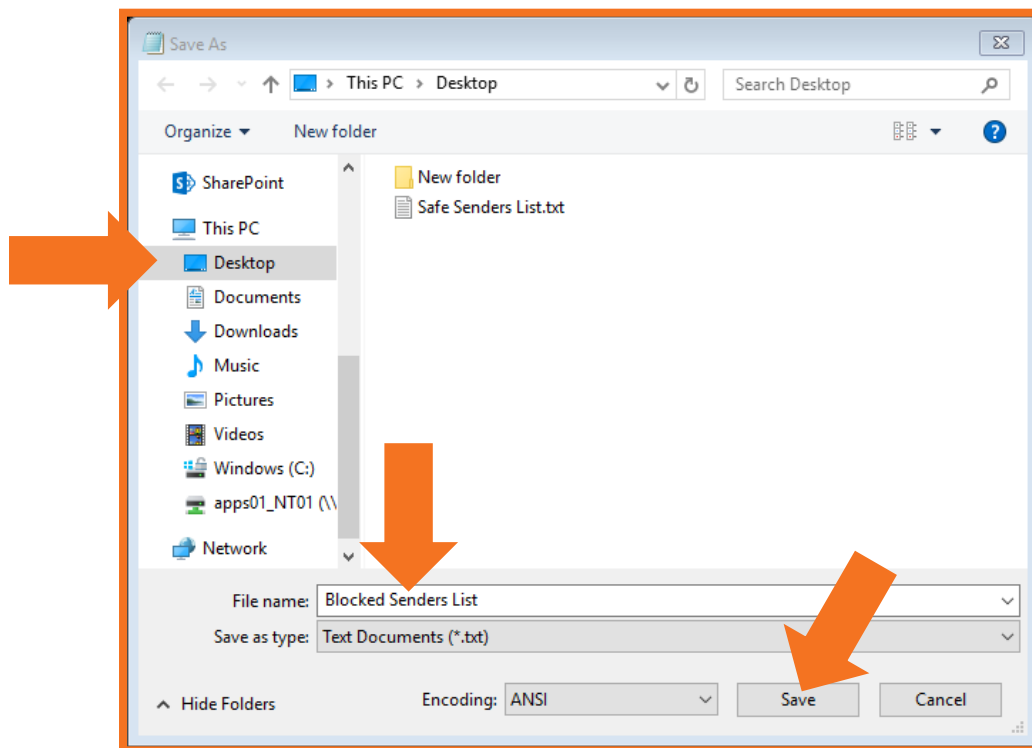
7. On your computer, open **Notepad** if you are on a PC. Open **TextEdit** if you are on a Mac.
8. In Notepad/TextEdit, click the **Edit** menu and select **Paste**.
9. The Blocked Sender email addresses should paste.



10. Click **File > Save**



- 11. In the Save As window, select the **Desktop** folder on the left if you are on a PC. On a Mac select **Desktop** from the dropdown next to Where:.
- 12. In the File Name field enter file "Blocked Senders List".
- 13. Click **Save**.



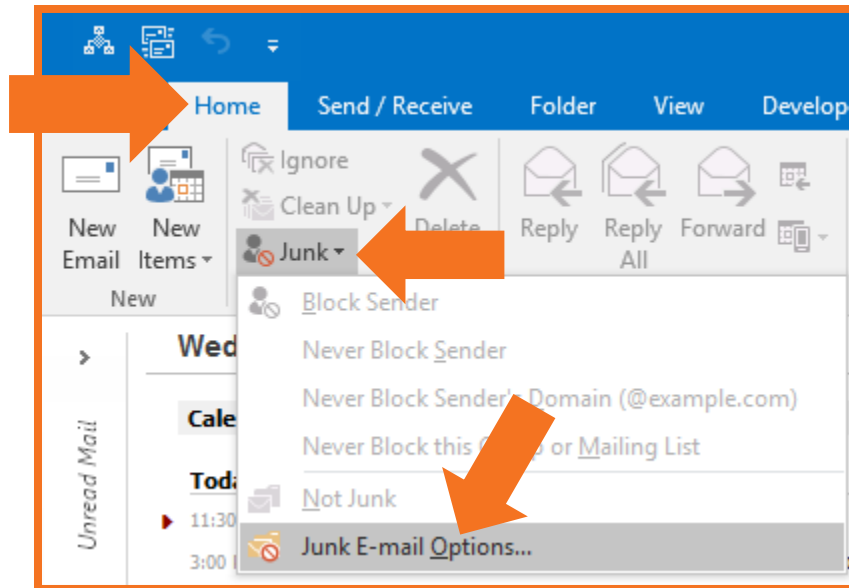
14. Exit Notepad/ TextEdit.

Importing Safe and Block Senders List

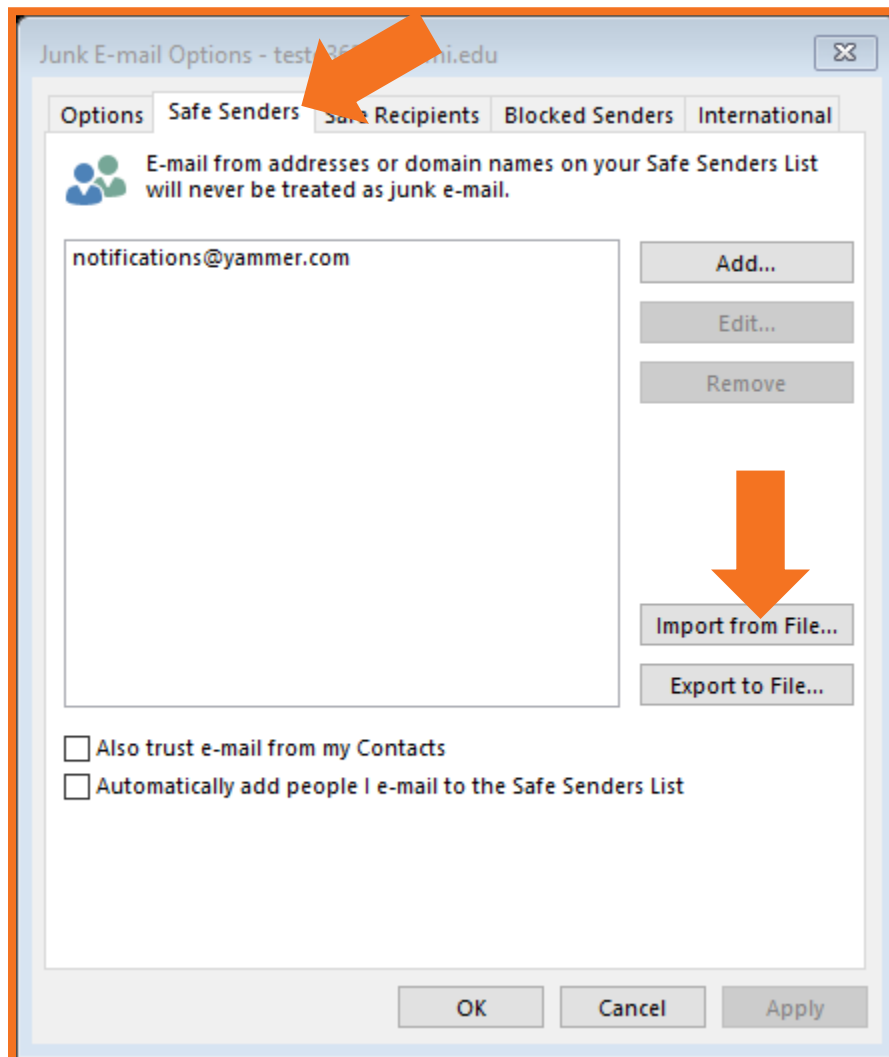
Once your addresses are exported, you may copy them into Outlook and the webmail. **Outlook for Mac users will have to do so using Outlook Web App (<http://email.miami.edu>).**

Outlook for PC

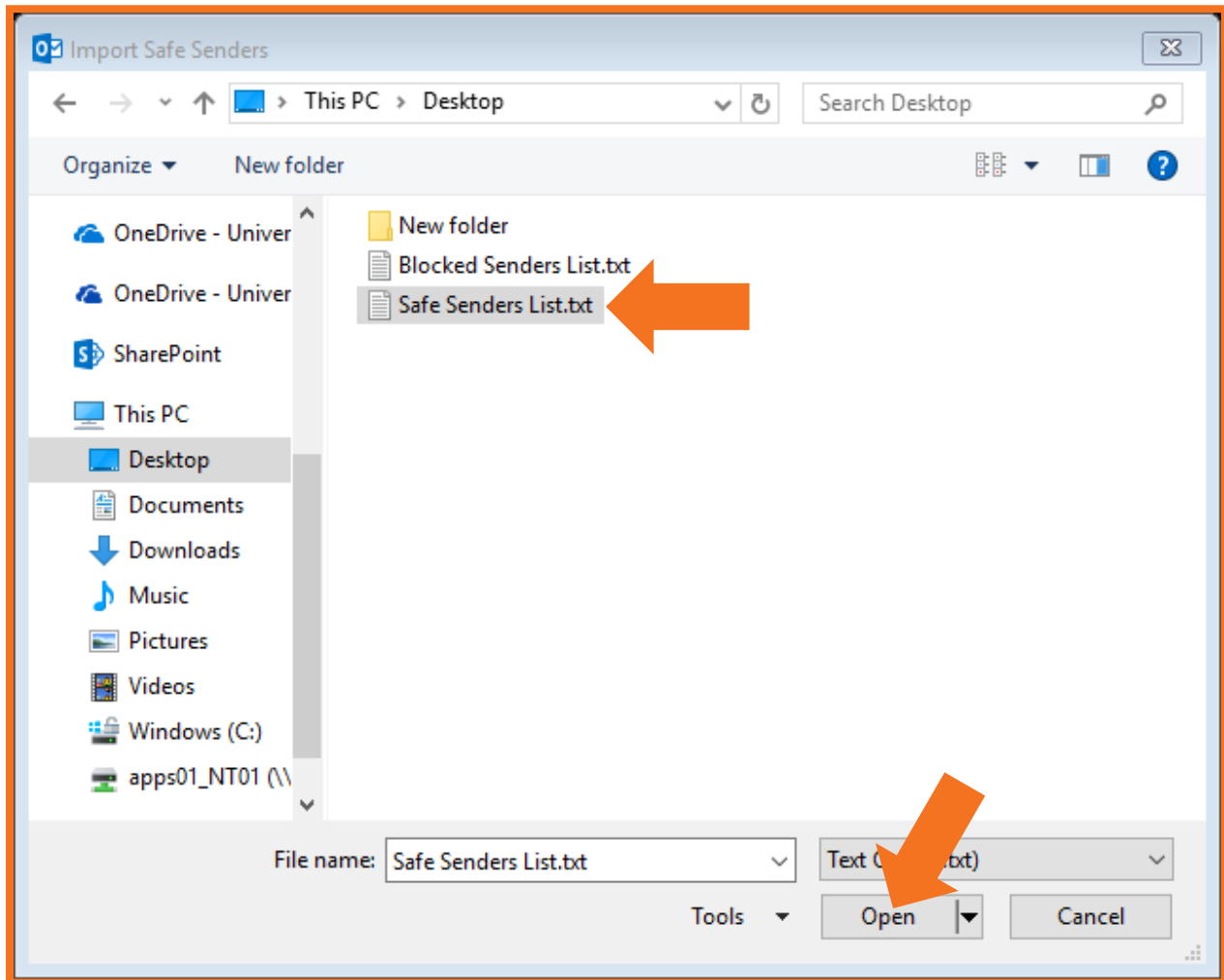
1. Open Outlook.
2. Click **Junk** in the Home tab.
3. Select **Junk E-mail Options**.



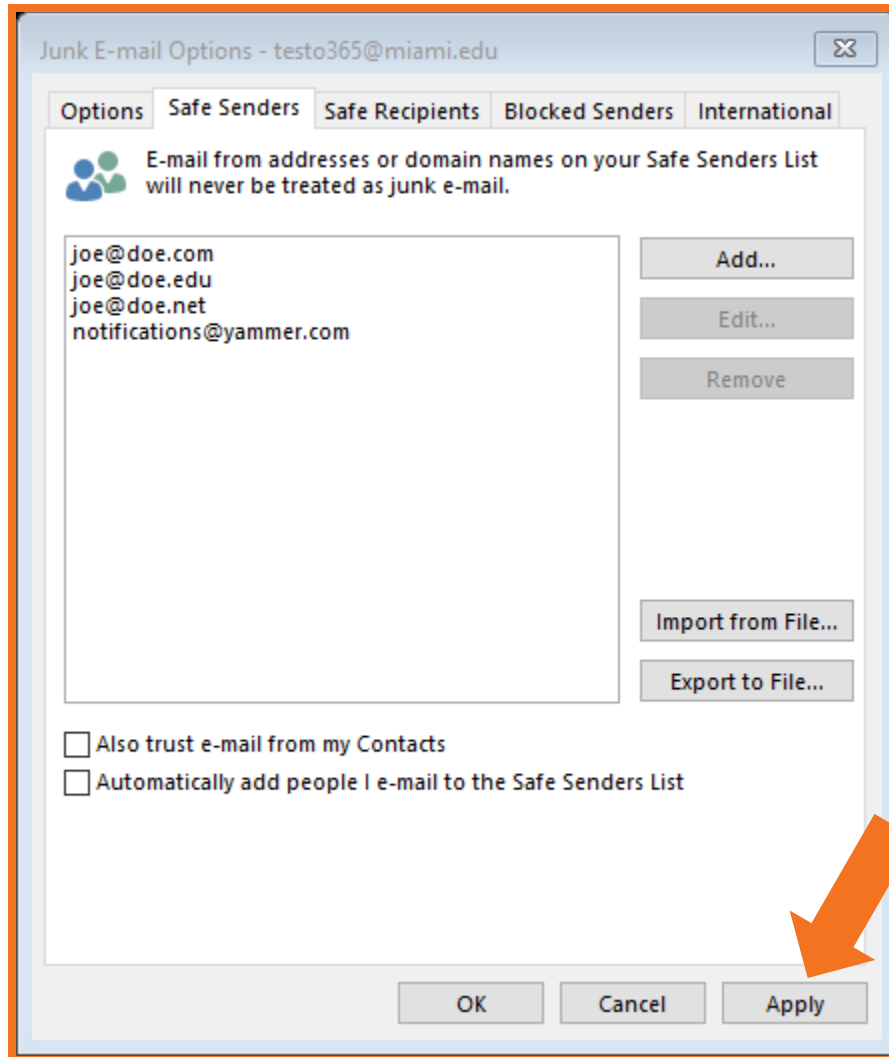
4. In the Junk E-mail Options window that appears, click the **Safe Senders** tab.
5. Select **Import from File**.



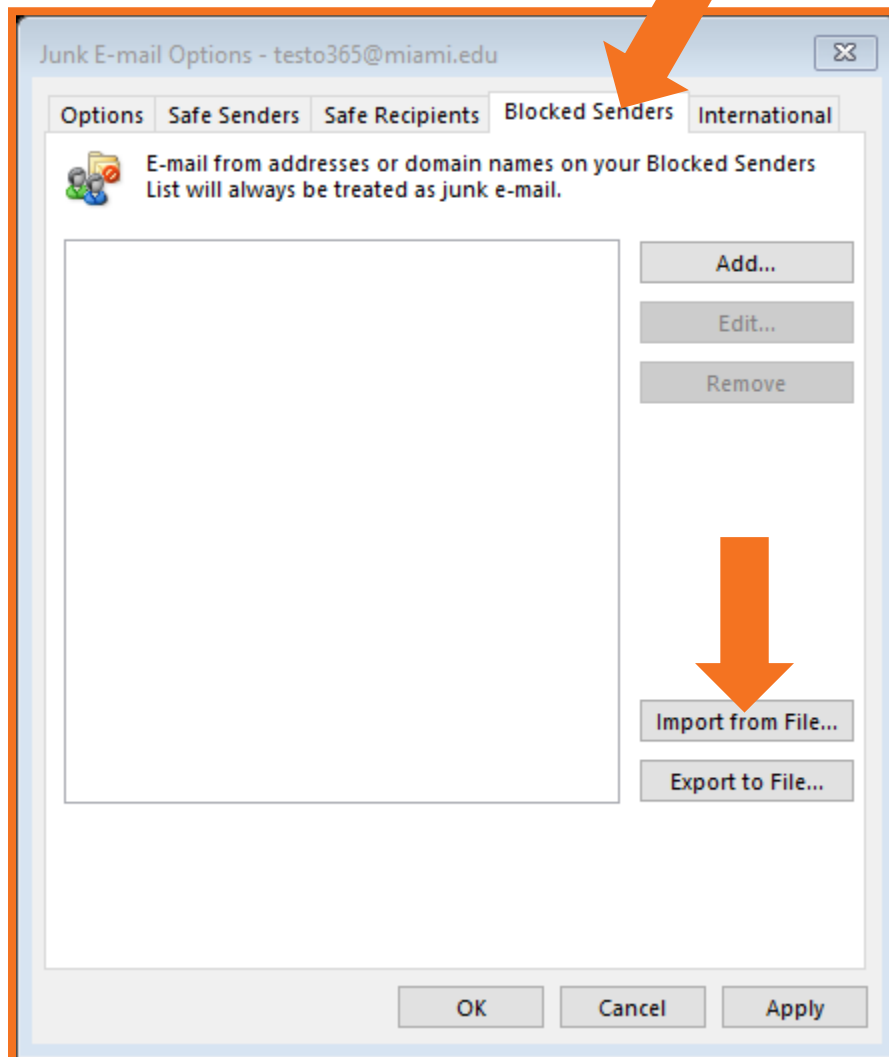
6. Select the Safe Senders List file you saved on your desktop.
7. Click **Open**.



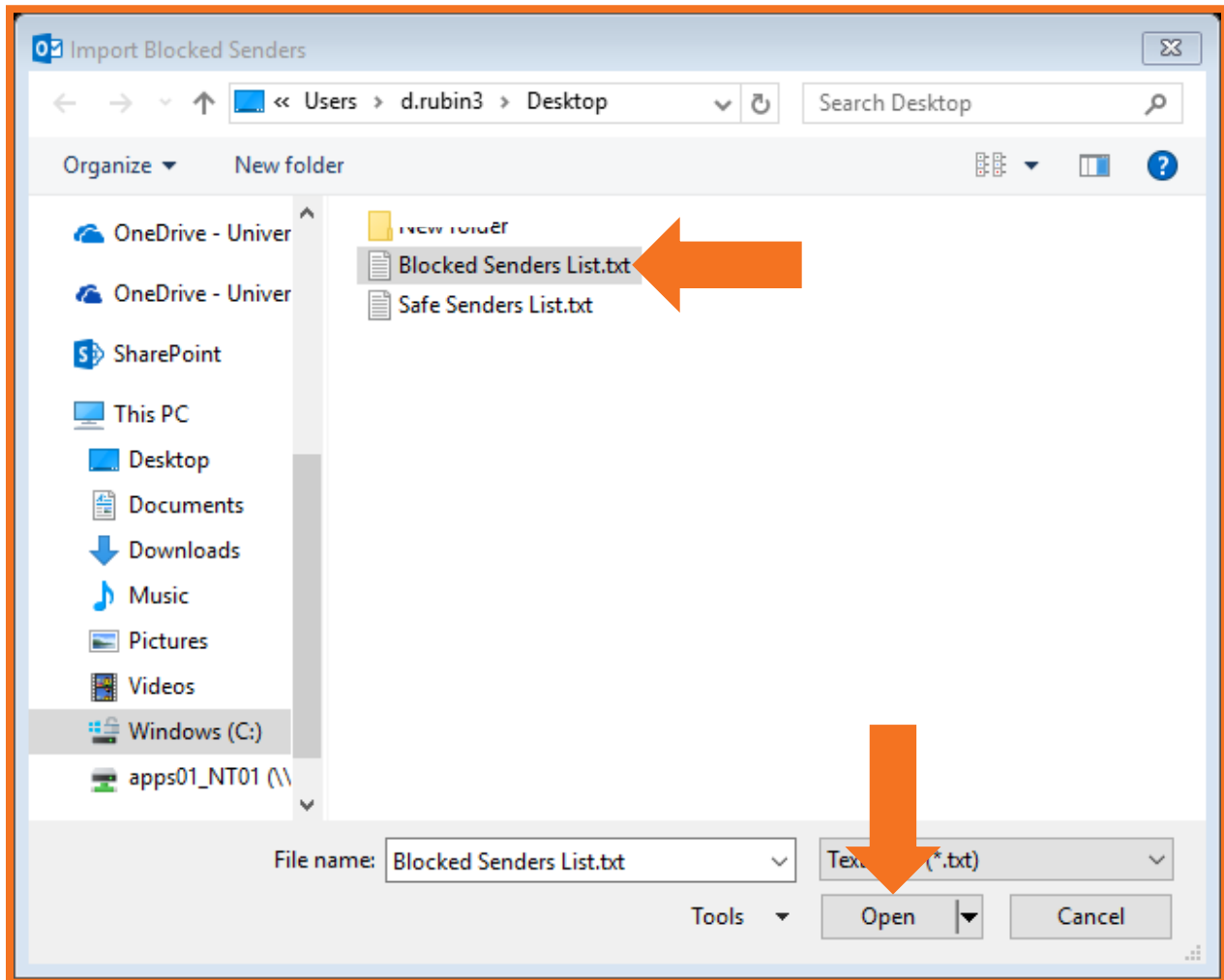
8. The addresses should appear in the Safe Senders list now. Click **Apply**.
9. **If you need to import Block Senders, continue to step 10.** If you have no Blocked Senders to import, click **OK** to close the window.



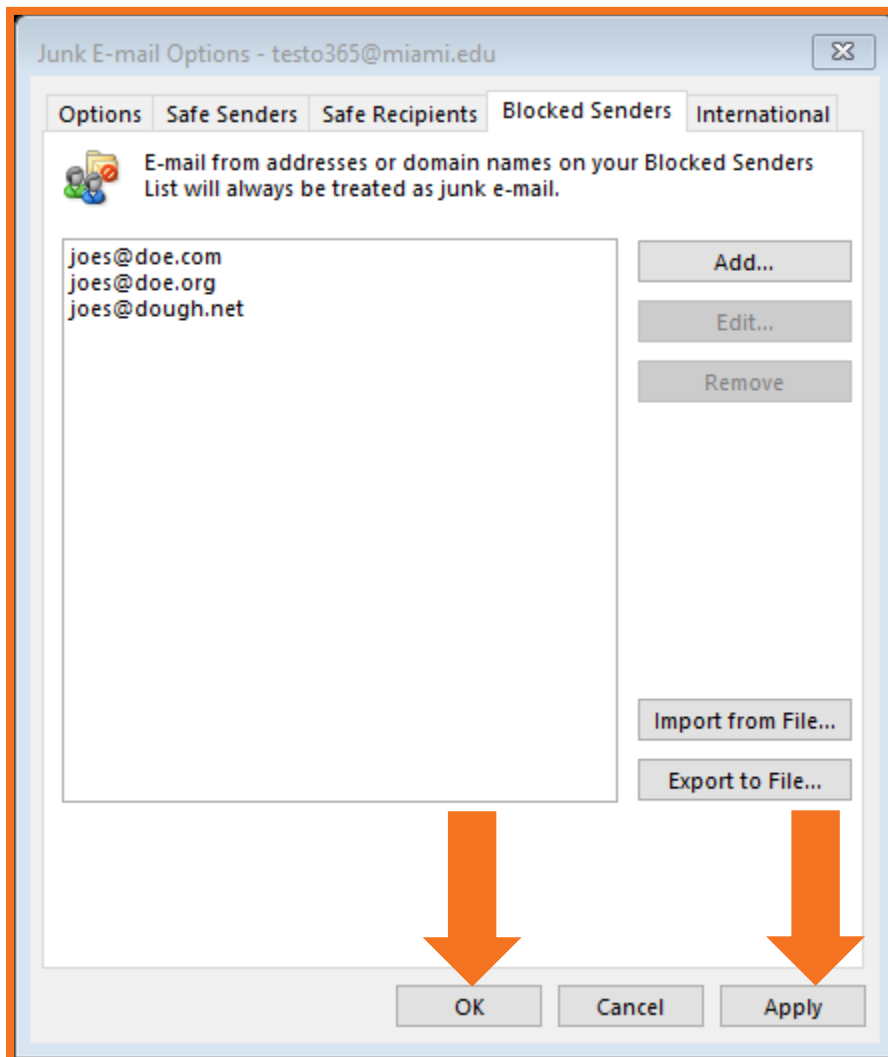
10. In the Junk E-mail Options window, click the **Blocked Senders** tab.
11. Select **Import from File**.



- 12. Select the Blocked Senders List file you saved on your desktop.
- 13. Click **Open**.

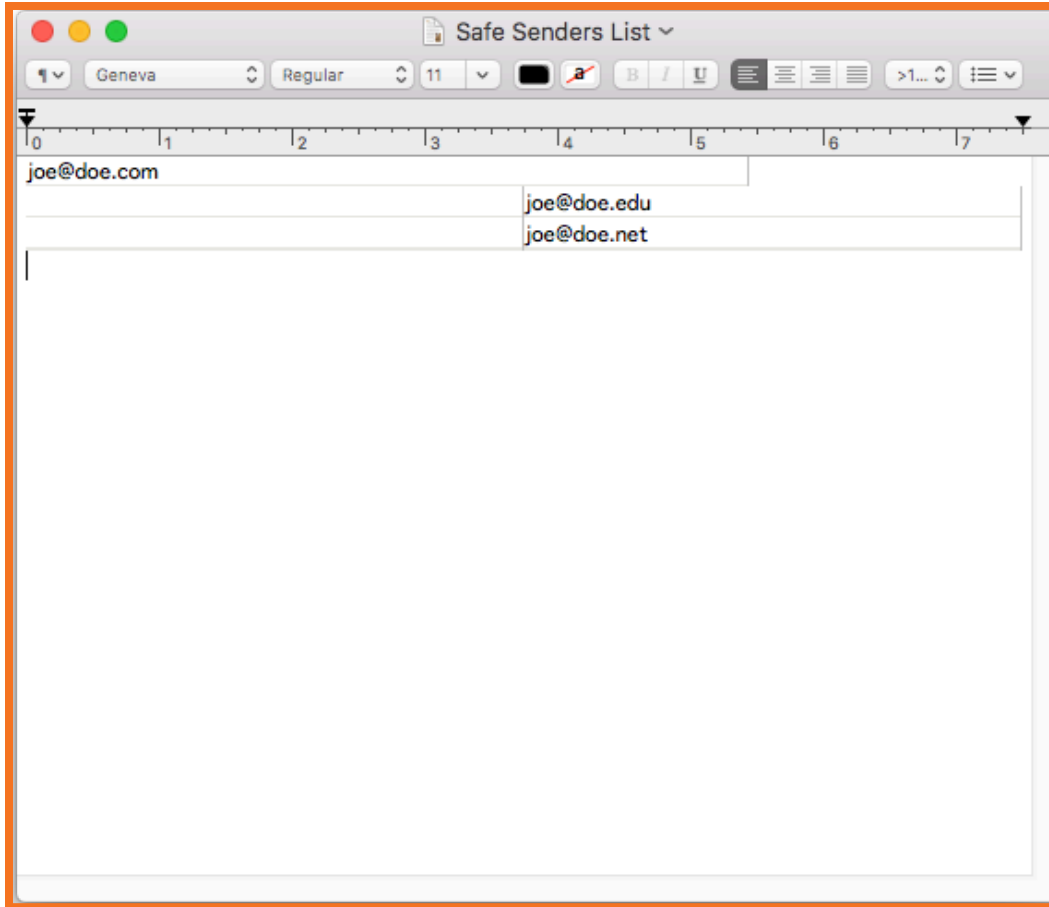


14. The addresses should appear in the Blocked Senders list now. Click **Apply** and then **OK** to close the window.

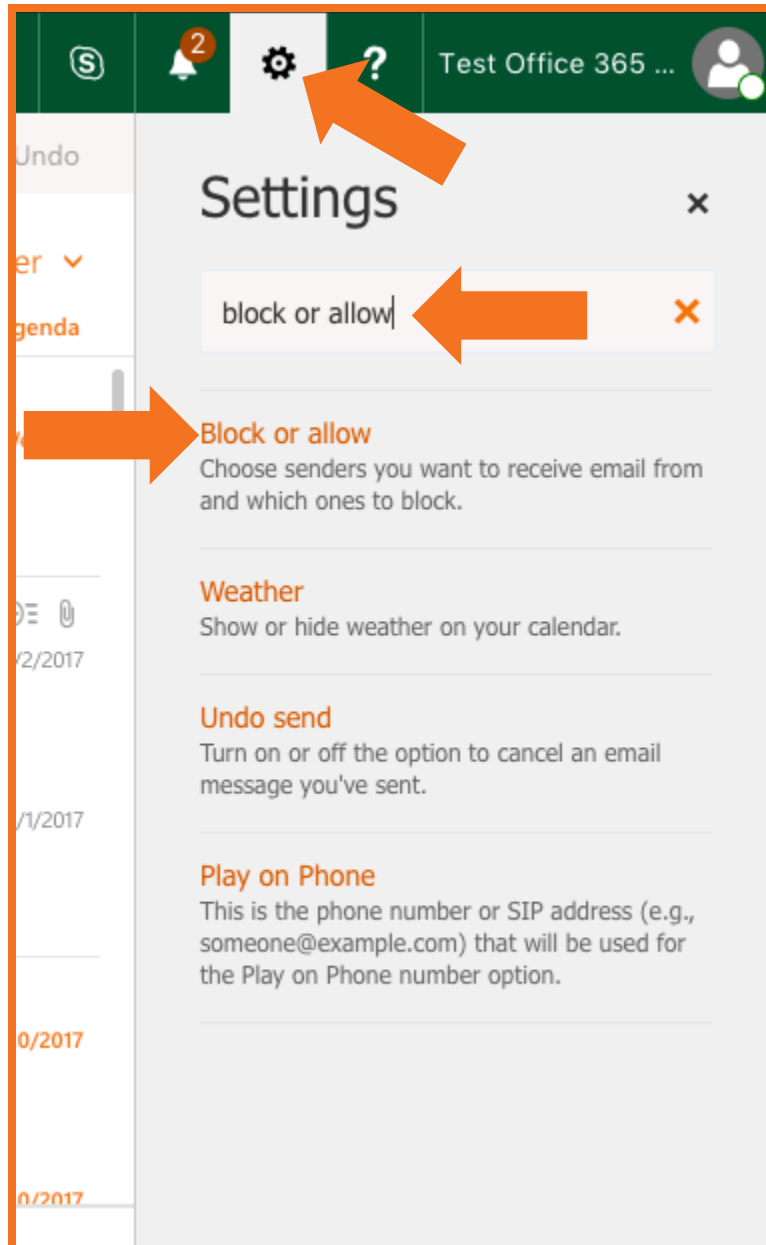


Outlook for Mac / Outlook Web App (<http://email.miami.edu>)

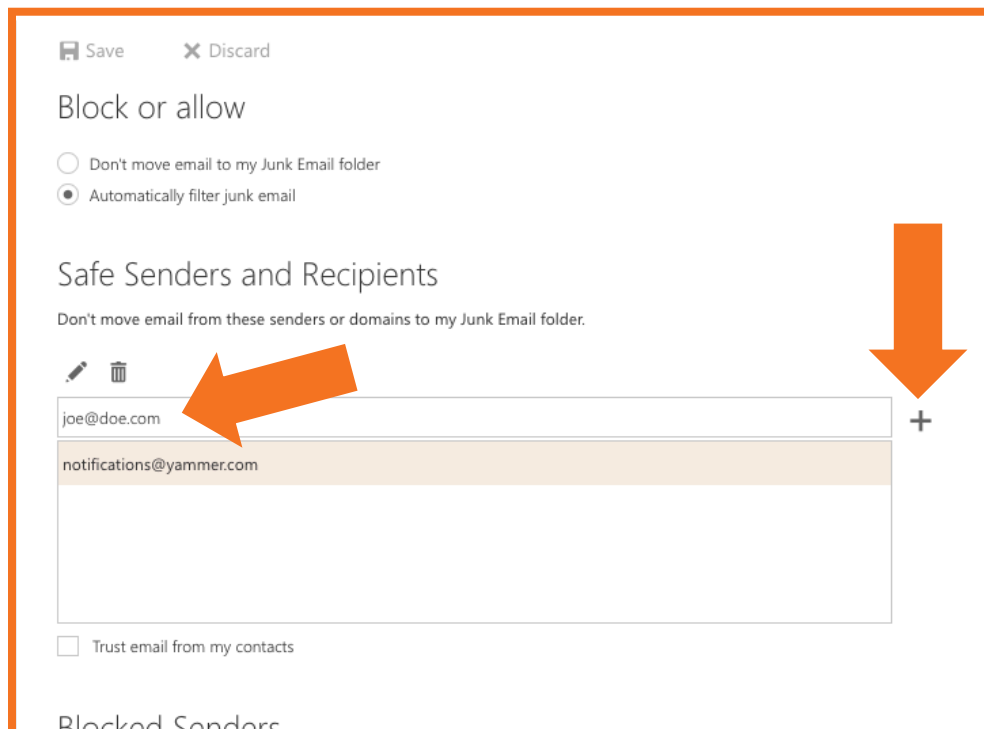
1. Open the Safe Senders List file on your desktop.



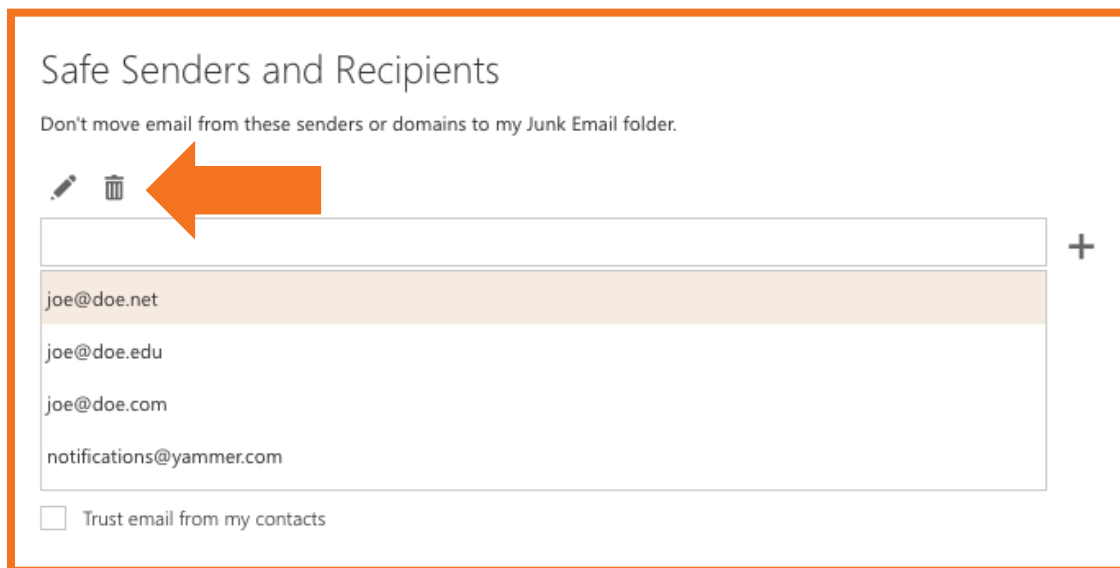
2. In a web browser, go to <http://email.miami.edu> and provide your caneID and password.
3. Once logged in, click the **gear** in the upper-right hand corner.
4. In the search field, enter **Block or allow**. Select **Block or allow** from the search results.



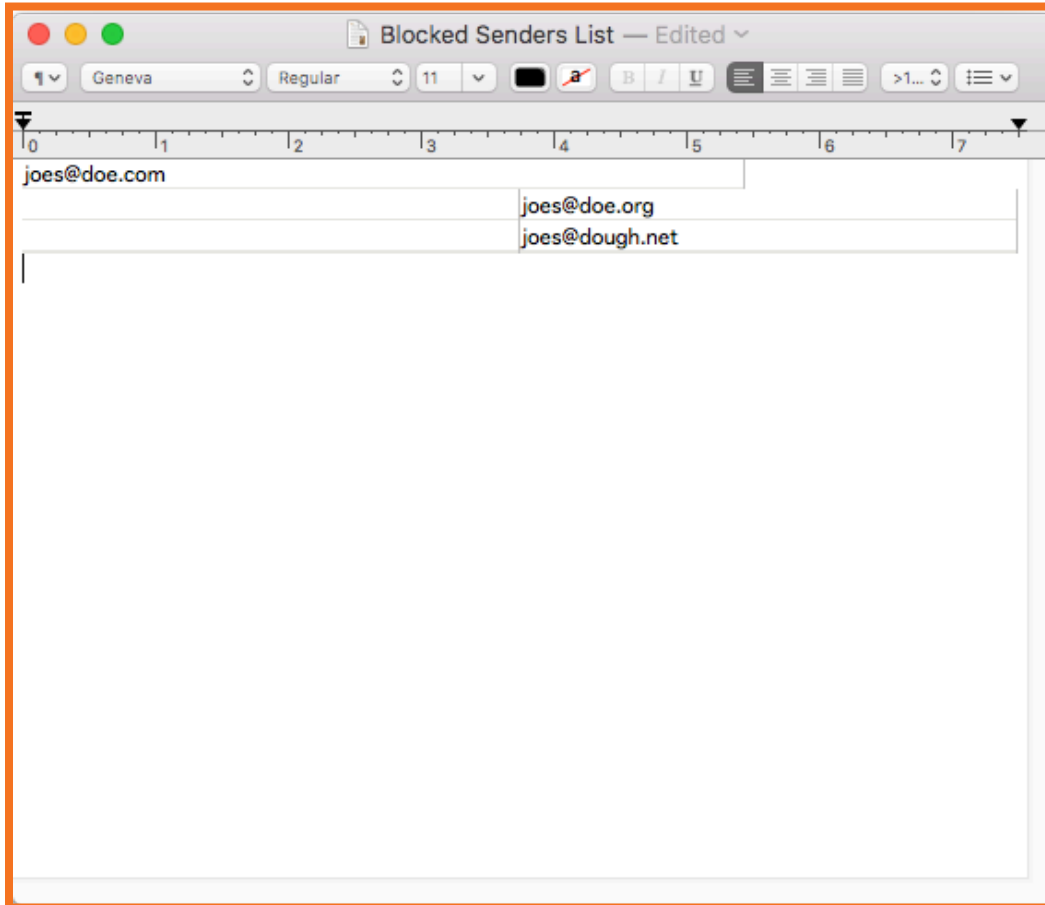
5. On the Block or allow page, click inside the “Enter a sender or domain here” field under Safe Senders and Recipients.
6. Copy the first address in your Safe Senders List file and paste it into the “Enter a sender or domain here” field. *Make sure there are no spaces at the end of the address.*
7. Click the **plus sign (+)** to add the address to the list.



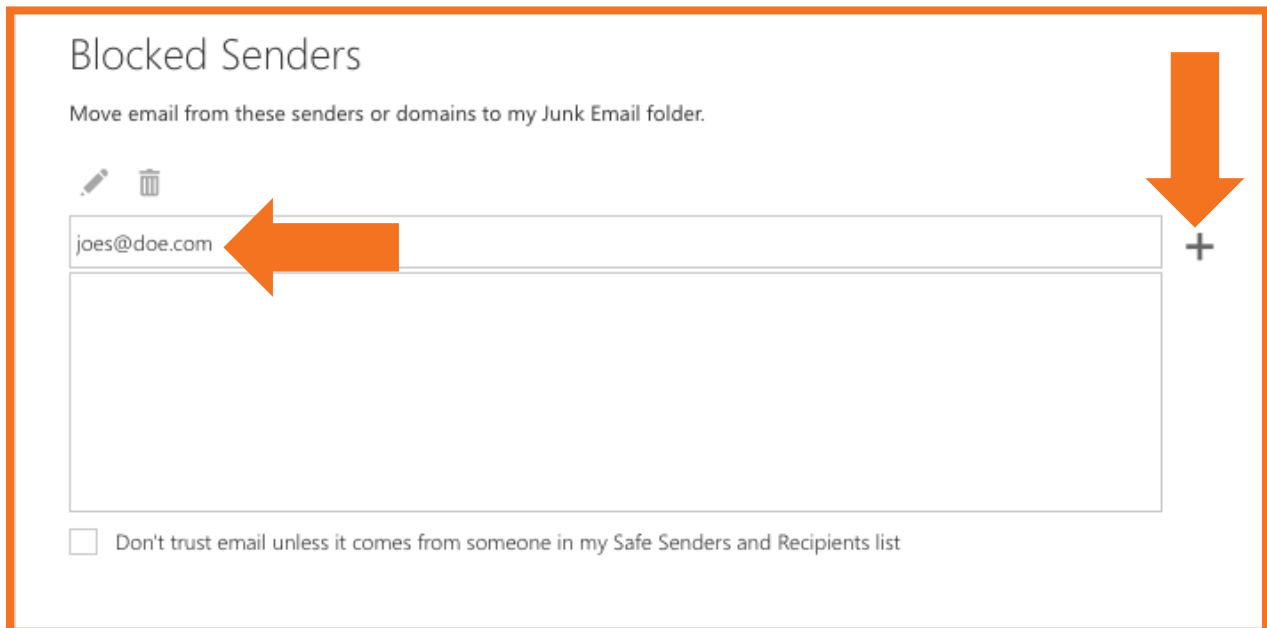
8. Repeat for the remaining addresses.
 - a. If you need to edit an address you have already entered, select it from the list and click the **Pencil icon**.
 - b. If you need to delete an address you have already entered, select it from the list and click the **Trash Can icon**.
9. **If you need to add Block Senders, continue to step 10.** If you have no Blocked Senders to import, click **Save** at the top of the page and then click **Options** in the top left to be taken back to your mailbox.



10. Open the Blocked Senders List file on your desktop.



11. On the Block or allow page, click inside the “Enter a sender or domain here” field under Block Senders.
12. Copy the first address in your Blocked Senders List file and paste it into the “Enter a sender or domain here” field.
13. Click **the plus sign (+)** to add the address to the list.



14. 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**.
15. Once done, click **Save** at the top of the page.
16. Click **Options** in the top left to be taken back to your mailbox.

