

Know more about your MS O365 services

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Exchange online email filtering

Recently we have introduced a new email filtering solution called EOP (Exchange Online Protection). With this new filtering we are not only preventing emails with spam or malware but also giving end user (that's you) more authority on which email you wish to receive and which you don't. You can simply manage your own allow or block list as shown below. This will be synced with the filtering system & respect your preference as per the list you manage.

Managing End Users Block or Allow List

1. How to Block email senders from outlook?

Right click the email message that you have received and suspect is spam.

From the menu, go down to Junk & select the "Block Sender" or you may wish to safe list a sender by selecting "Never block Sender"

Once done this email sender will be added to your block list & you will not receive new emails form this sender again(moved to quarantine) or added to safe sender list & never blocked again.

2. How to Block email sender from Outlook on the web?

Right click the email that you have received and suspect is spam.

From the menu, click the option "Mark as Junk"

You will get a popup where you can choose to report the user to Microsoft for further analysis or not. In either of the option, the sender will be added to your block list.