MAIL RULES AND PROTECTION

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PREPARED BY	DATE	DATA COLLECTED	MICROSOFT 365 TENANT
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Mail flow rules and what each does, connectors, and the anti-spam, anti-phishing and anti-malware policies (Safe Links and Safe Attachments too) with whom each applies to.

Filtered view. Mail flow rules: 3 of 3 rows, 1 column hidden. The headline figures cover every row.

Rules that skip spam filtering	Rules sending mail outside	Allowed sender domains	Preset protection	Connectors
0	**1**	**2**	**Off**	**0**
Mail flow rules turned on	Redirect or copy to outside addresses	Skip spam filtering by name alone	Microsoft's Standard or Strict presets	Incoming and outgoing

Not checked. Safe Links and Safe Attachments need Defender for Office 365, which this client doesn't have.

Needs attention 4

4 to review

Rules and settings that let unwanted mail in or company mail out, worst first.

Flag	Item	Kind	What to check
High	Default	Anti-spam policy	Lets mail claiming to be from gmail.com, labpartners.example skip spam filtering; gmail.com is free mail or the organisation's own
High	Copy patient letters to archive	Mail flow rule	Sends mail or copies outside the organisation, to records@dentalarchive.example

Flag	Item	Kind	What to check
Medium	Default	Anti-malware policy	Doesn't block common risky attachment types (.exe, .iso and the like)
Medium	Office365 AntiPhish Default	Anti-phishing policy	Ignores what senders' DMARC policies ask for

Mail flow rules 3 1 to review

Exchange's mail flow (transport) rules, in the order they run. Rules testing without acting (test mode) show as Testing.

Flag	Rule	On	Priority	If	Then	Except if	Last changed
	Tag mail from outside	Yes	0	From outside the organisation	Adds “[EXTERNAL]” to the subject	–	5 Oct 2025
High	Copy patient letters to archive	Yes	1	Subject contains Patient letter	Sends a copy to records@dentalarchive.example	–	2 Jul 2026
	Old disclaimer	No	2	Every message	Adds a disclaimer or banner	–	12 Jun 2024

Connectors 0

How mail reaches Microsoft 365 and leaves it other than directly: through a filtering service, a partner, or servers on the premises.

No connectors: mail comes and goes directly.

Protection policies 3 3 to review

The default policy of each kind applies to everyone no other policy covers. A preset (Standard or Strict) overrides the policies below for the people it covers.

Flag	Policy	Kind	Applies to	Preset	Settings	Last changed
High	Default	Anti-spam	Everyone no other policy covers	–	Spam: Junk folder, High confidence spam: Quarantine, Phishing: Quarantine, High confidence phishing: Quarantine, Bulk: Junk folder, Bulk threshold 7	14 Nov 2025

Flag	Policy	Kind	Applies to	Preset	Settings	Last changed
Medium	Office365 AntiPhish Default	Anti-phishing	Everyone no other policy covers	–	Spoof intelligence: on, Honours DMARC: off, Unauthenticated sender mark: on	14 Nov 2025
Medium	Default	Anti-malware	Everyone no other policy covers	–	Common attachments filter: off, Removes malware after delivery: on	14 Nov 2025

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