

## Microsoft Domain and IP Whitelist Instructions

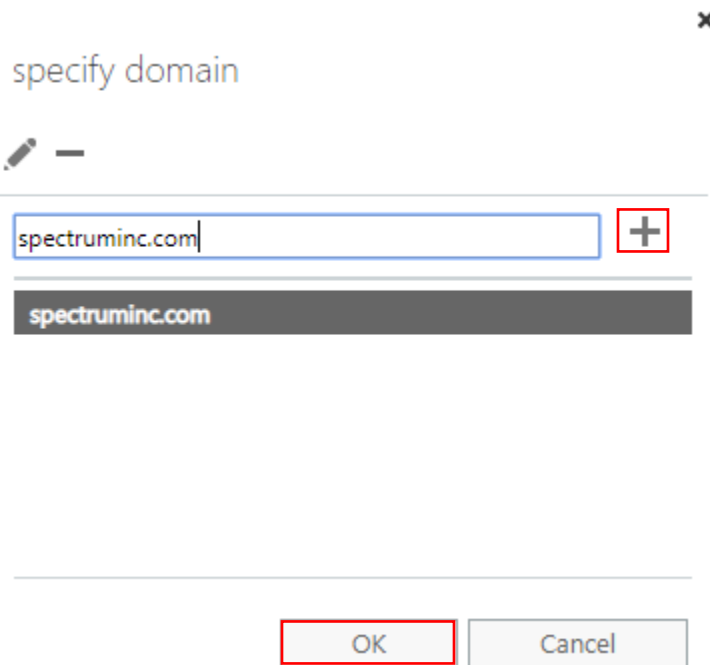
### Domain Whitelist Instructions:

1. Login to <https://portal.microsoftonline.com>
2. Click on the Admin icon
3. Click the "Admin centers" drop down in the side navigation and then click on "Exchange"
4. Once the new window has loaded, click the "mail flow" button in the side navigation bar
5. Click the plus sign and select "Bypass spam filtering" from the drop down

### Exchange admin center



6. In the name field add "Whitelist Spectruminc.com"
7. Click the drop down in the "\*Apply this rule if..." field and hover over "The Sender..." and select "domain is" from the drop down that appears
  - In the "specify domain" window that appears add the following without quotes: **"spectruminc.com"**
  - Click the plus button to add the domain to the list and click "OK"



8. Make sure the "Stop processing more rules" checkbox is checked

9. The window should look like the following:

new rule

Name:

\*Apply this rule if..  
 ['spectruminc.com'](#)

\*Do the following..  
 [Bypass spam filtering](#)  
You don't need to create a transport rule to bypass spam filtering or mark email as spam for a sender or domain. Click here to use an [allow or block list in the spam filter](#).

Except if..

Properties of this rule:

Audit this rule with severity level:

Choose a mode for this rule:

Enforce  
 Test with Policy Tips  
 Test without Policy Tips

Activate this rule on the following date:

Deactivate this rule on the following date:

Stop processing more rules  
 Defer the message if rule processing doesn't complete

Match sender address in message:

Comments:

10. You can now click "save" on the current window

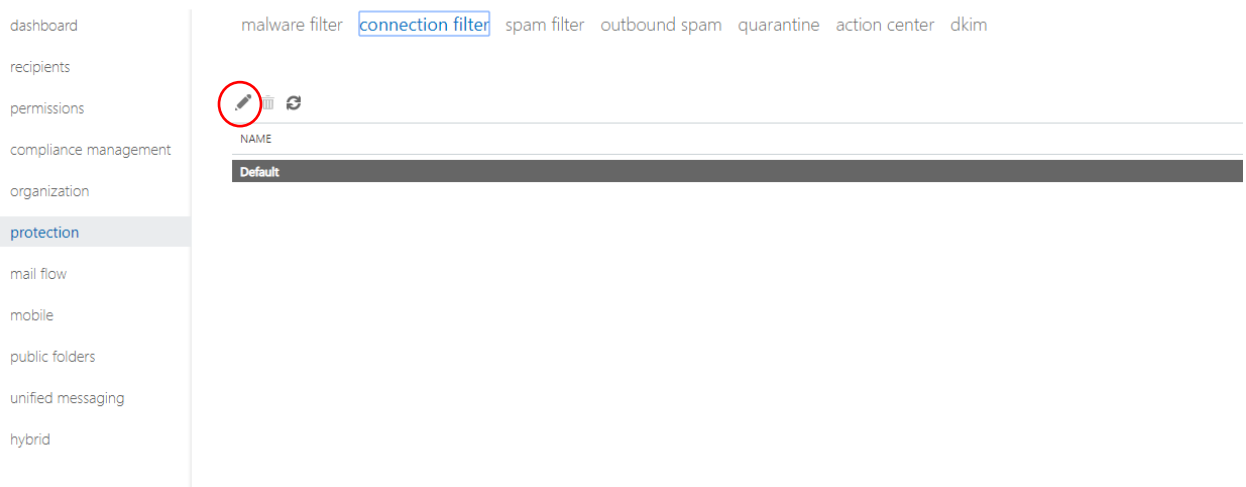
11. The new rule should automatically be turned on in the rules list

## IP Address Whitelist Instructions:

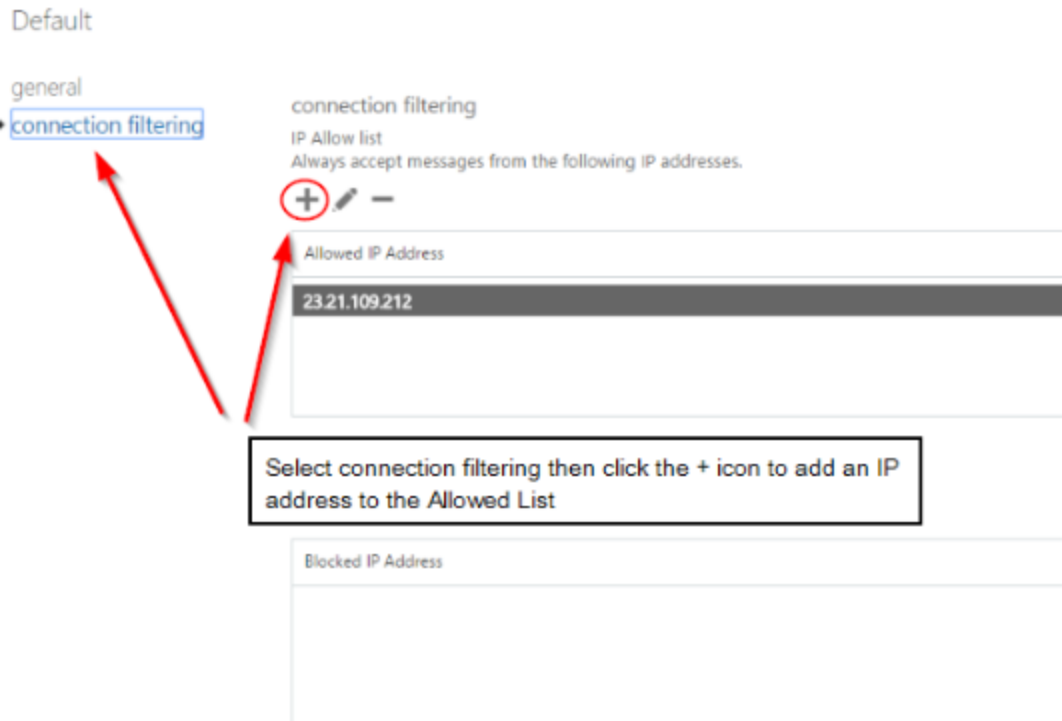
### Part 1: Adding IP to Allow list

1. Login to <https://portal.microsoftonline.com>
2. Click on the Admin icon
3. Click the "Admin centers" drop down in the side navigation and then click on "Exchange"
4. Once the new window has loaded, click the "connection filter" button under the "protection" section
5. Click the pencil icon to edit the connection filter policy

#### Exchange admin center



6. In the window that appears, select the "connection filtering" button in the side navigation and then select the plus sign icon under the "IP Allow list" section"



7. In the window that appears add the following without quotations and click "OK":  
"142.0.186.64"
8. Save the changes made

#### Part 2: Whitelisting Spectruminc.com IP address

1. Login to <https://portal.microsoftonline.com>
2. Click on the Admin icon
3. Click the "Admin centers" drop down in the side navigation and then click on "Exchange"
4. Once the new window has loaded, click the "mail flow" button in the side navigation bar
5. Click the plus sign and select "Bypass spam filtering" from the drop down

#### Exchange admin center



6. In the name field add "Whitelist Spectruminc.com IP"
7. Click the drop down in the "\*Apply this rule if..." field and hover over "The Sender..." and select "IP address is in any of these ranges or exactly matches"

Name:

\*Apply this rule if...

Sender's IP address is in the range...

Select one

- The sender...
  - is this person
  - is external/internal
  - is a member of this group
  - address includes any of these words
  - address matches any of these text patterns
  - is on a recipient's supervision list
  - has specific properties including any of these words
  - has specific properties matching these text patterns
  - has overridden the Policy Tip
  - IP address is in any of these ranges or exactly matches domain is**
- The recipient...
- The subject or body...
- Any attachment...
- Any recipient...
- The message...
- The sender and the recipient...
- The message properties...
- A message header...
- [Apply to all messages]

add action

Except if...



add exception

Save Cancel


8. In the "specify IP address ranges" window add the following without quotes: "142.0.186.64"

x

specify IP address ranges

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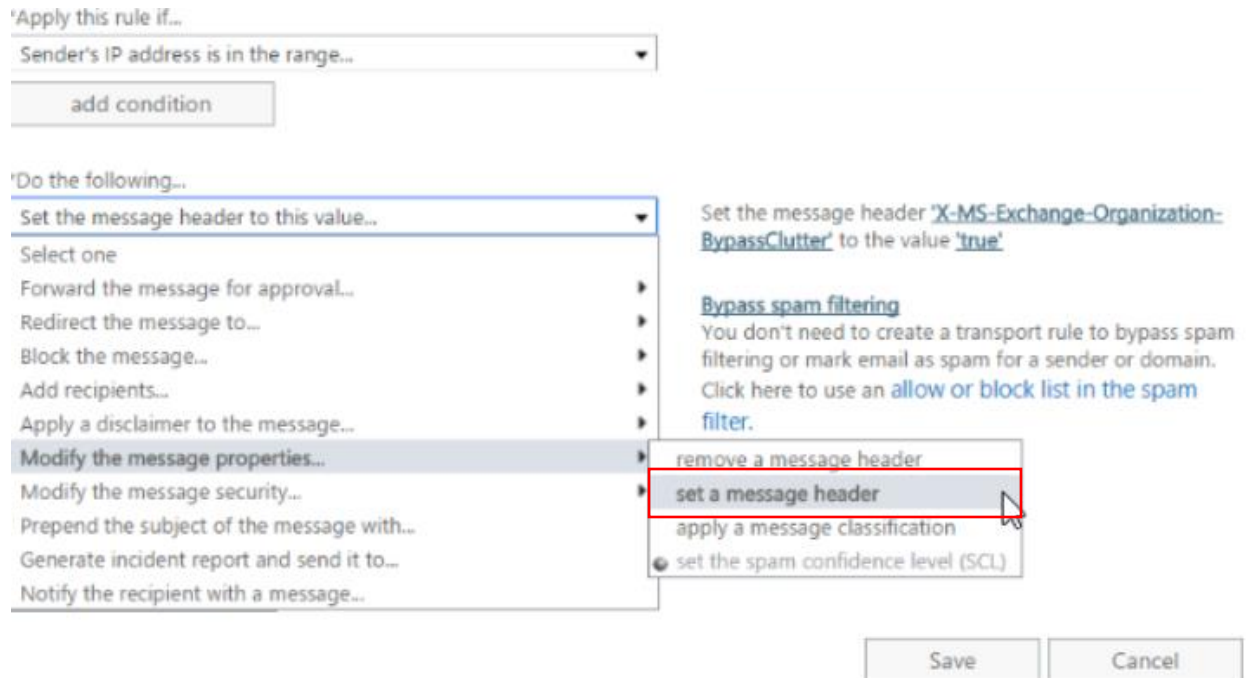
**142.0.186.64**

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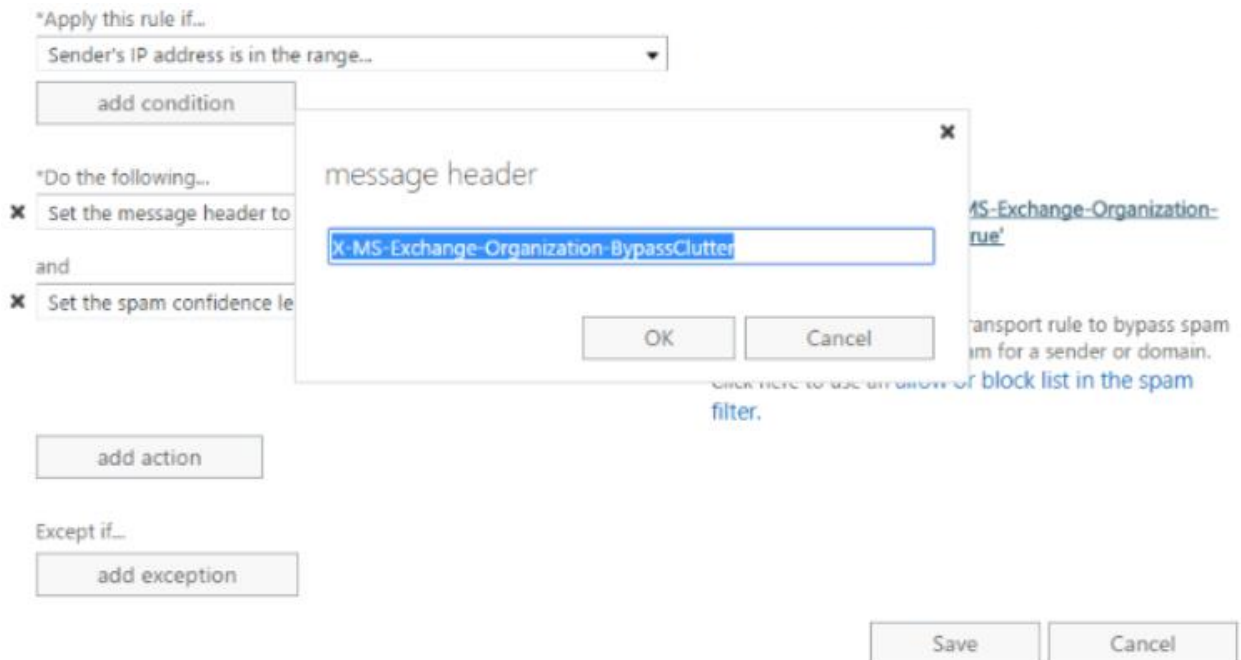
OK Cancel

9. Click the "OK" button

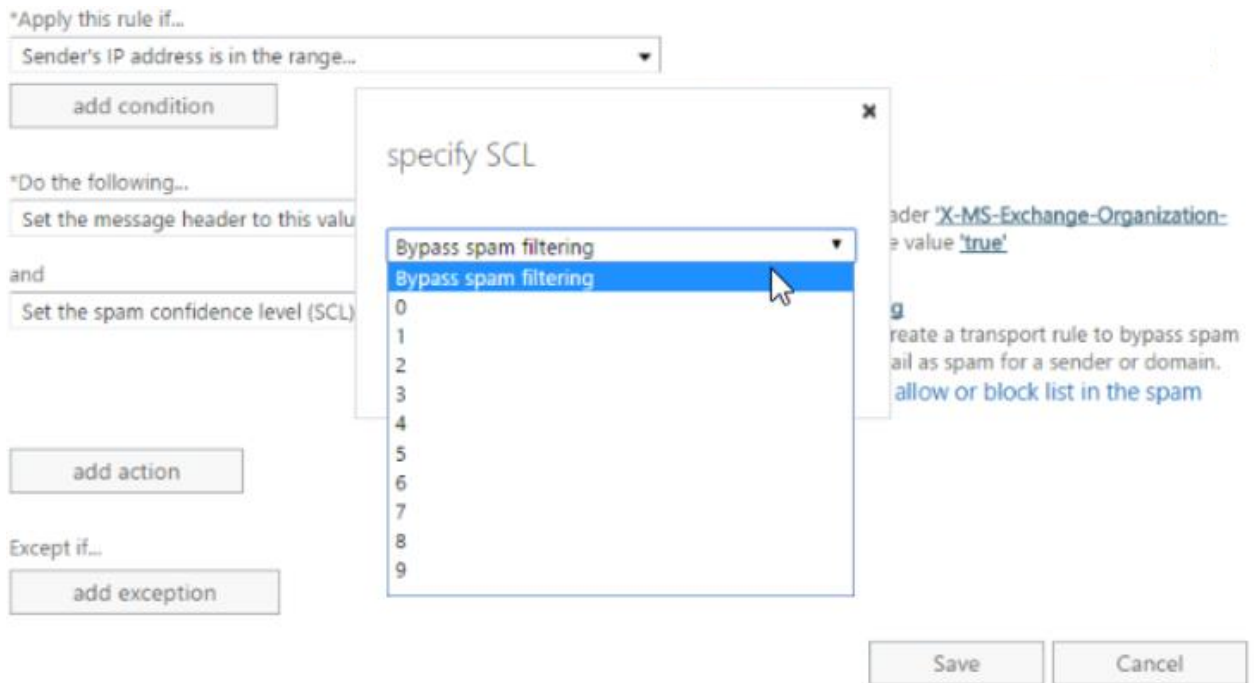
10. Set the "\*Do the following..." field to "set a message header"



11. Set the message header to the following without quotes: "X-MS-Exchange-Organization-BypassClutter"



12. Set the value to "true"
13. Add an additional action beneath "\*Do the following..." to "Modify the message properties"
14. Click on "Set the spam confidence level (SCL) to..." and select "Bypass Spam Filtering"



15. Click save