# Microsoft 365

## Adding External Warning Message to Microsoft 365 Exchange Online Messages

If you'd like to prepend an external disclaimer to messages from outside the 365 organization, you can do so using the instructions below. You can also add "[EXTERNAL]: " in the subject by adding an addition action.

End result:

**From:**
**Sent:** Wednesday, August 25, 2021 3:57:12 PM
**To**.
**Subject:** Disclaimer Test

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Best Regards,

Logon to 365 Admin Portal
Exchange Admin Center
Mail Flow
Create New Rule
Select "More options..." at bottom

Use the following parameters below. The HTML code is at the bottom.

# Microsoft 365

External email warning

Name:

External email warning

*Apply this rule if...

✖ The sender is located...          ▾     Outside the organization

and

✖ The recipient is located...        ▾     Inside the organization

[ add condition ]

*Do the following...

Prepend the disclaimer...           ▾     '<div id="external-disclaimer"
                                          style="background-color: #ffeb9c; width:
                                          100%; border: 1px solid #FFEB9C; padding:
                                          2pt; border-style: solid; border-color:
                                          #9C6500;"> CAUTION: This email originated
                                          from outside of the organization. Do not click
                                          links or open attachments unless you
                                          recognize the sender and know the content
                                          is safe.</div><br/>'; and fall back to action
                                          Wrap if the disclaimer can't be inserted.

[ add action ]

Except if...

[ add exception ]

Properties of this rule:

Priority:

0

☑ Audit this rule with severity level:

Medium  ▾

Choose a mode for this rule:
◉ Enforce
○ Test with Policy Tips
○ Test without Policy Tips

☐ Activate this rule on the following date:

Wed 8/25/2021     ▾      4:00 PM     ▾

☐ Deactivate this rule on the following date:

Wed 8/25/2021     ▾      4:00 PM     ▾

☐ Stop processing more rules

☐ Defer the message if rule processing doesn't complete

Match sender address in message:

Header  ▾

Comments:

ℹ Rights Management Services (RMS) is a premium feature that requires an Enterprise Client Access License (CAL) or a RMS Online license for
each user mailbox. Learn more

[ Save ]   [ Cancel ]

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HTML Code samples for disclaimer:

<div style="background-color: #42E2B8; border: 1px solid black; padding: 4px;">[EXTERNAL]</div>

<div id="external-disclaimer" style="background-color: #ffeb9c; width: 100%; border: 1px solid #FFEB9C; padding: 2pt; border-style: solid; border-color: #9C6500;">CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.</div><br/>

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