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

*Apply this rule if		
The sender is located	 Outside the organization 	
and		
The recipient is located		
add condition		
*Do the following		
Prepend the disclaimer		dth: Idin not onte acti
add action		
Except if		
add exception		
Properties of this rule:		
Priority:		
0		
Australia aleja mula sujale anumites laurale		
Addit this rule with seventy level:		
Weddin +		
Choose a mode for this rule:		
Enforce		
O Test with Policy Tips		
O 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:		
L		

Save Cancel

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URL: https://wd-kb.com/content/7/109/en/adding-external-warning-message-to-microsoft-365-exchange-online-messages.html

Microsoft 365

HTML Code samples for disclaimer:

[EXTERNAL]

<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>

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