

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>
'; 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

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><br/>
```

Unique solution ID: #1108

Author: n/a

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