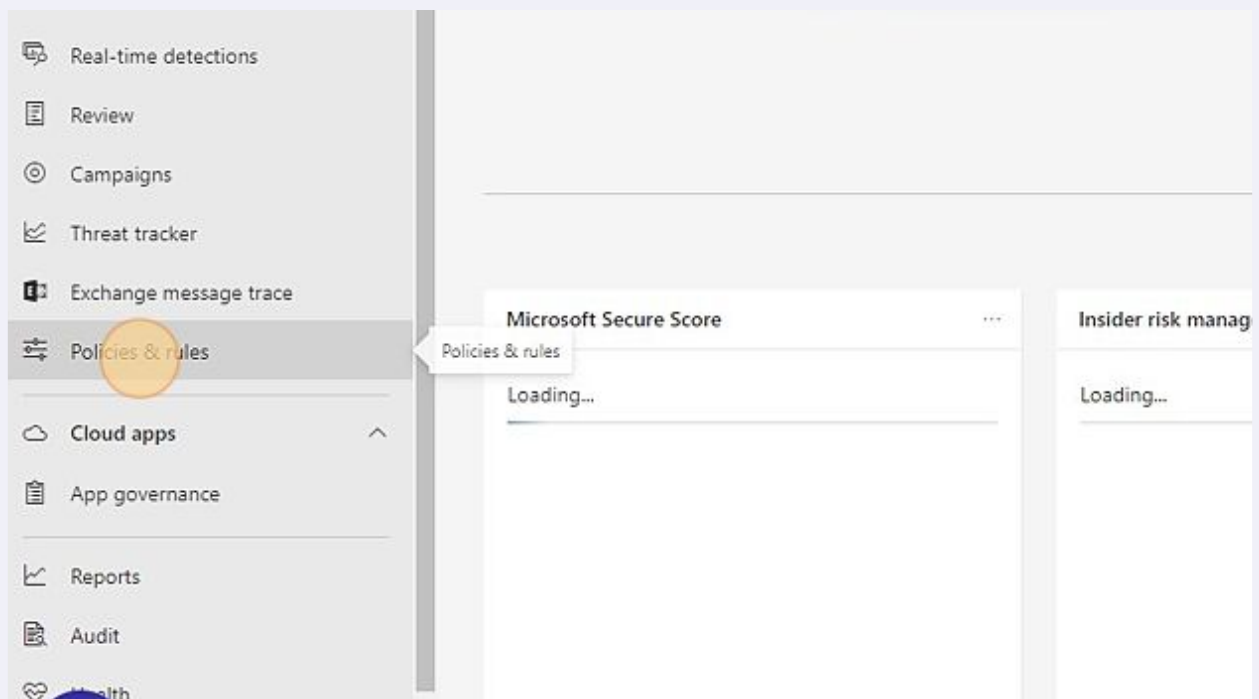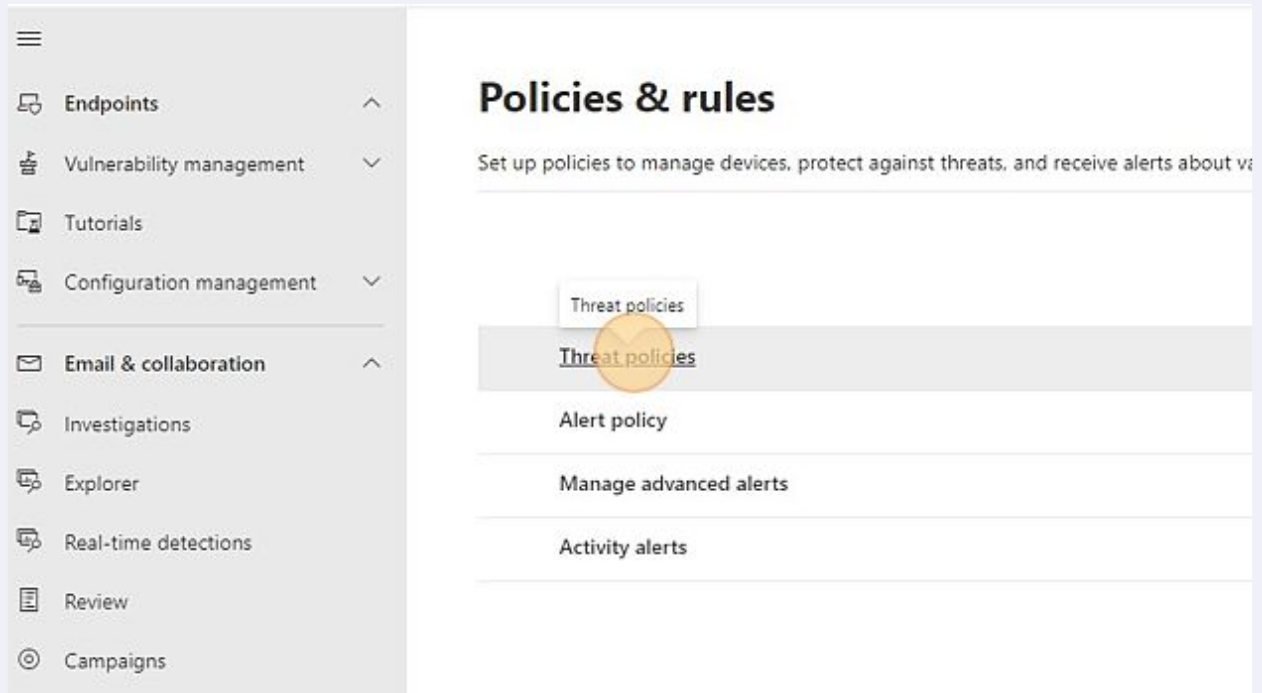# How to Configure a Safe Attachment Policy in Microsoft 365

1 Navigate to security.microsoft.com
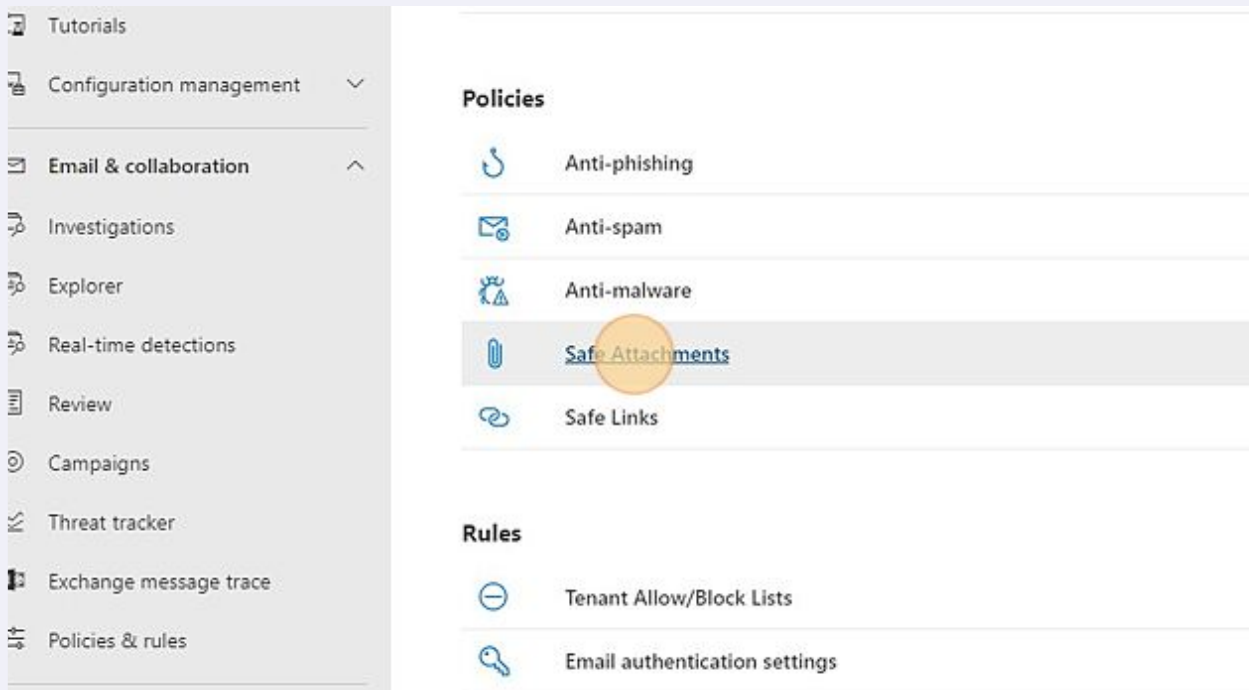
2 Click "Policies & rules"

3 Click "Threat policies"
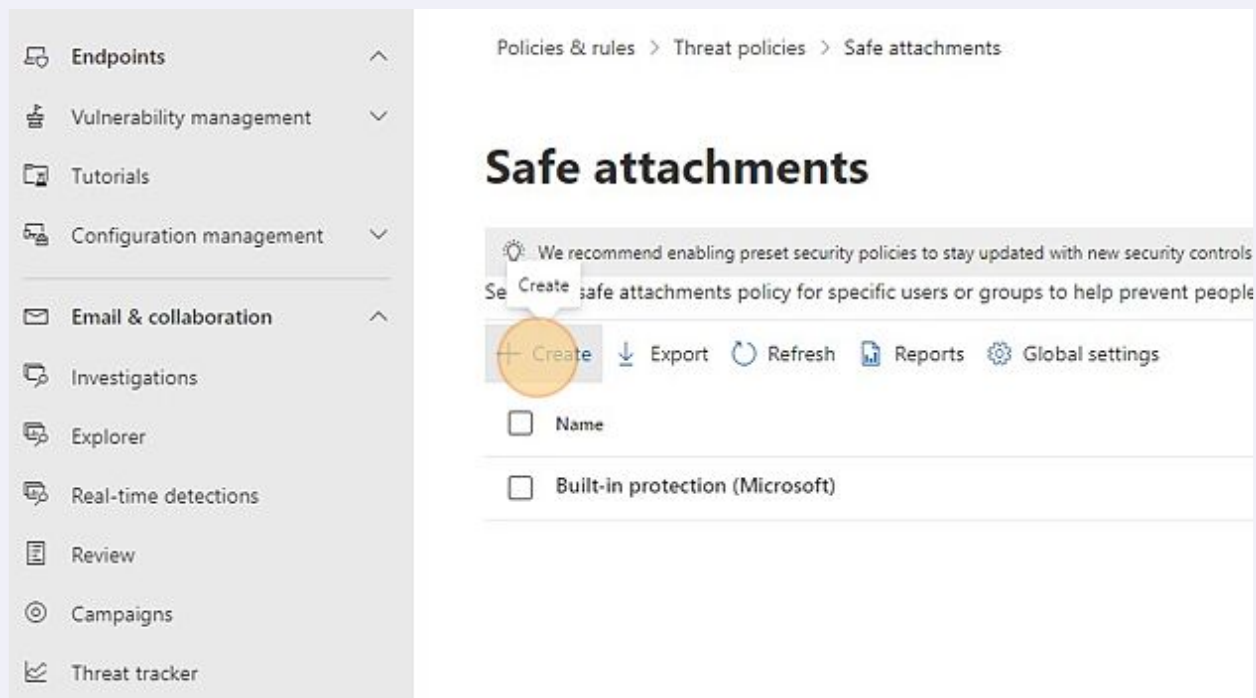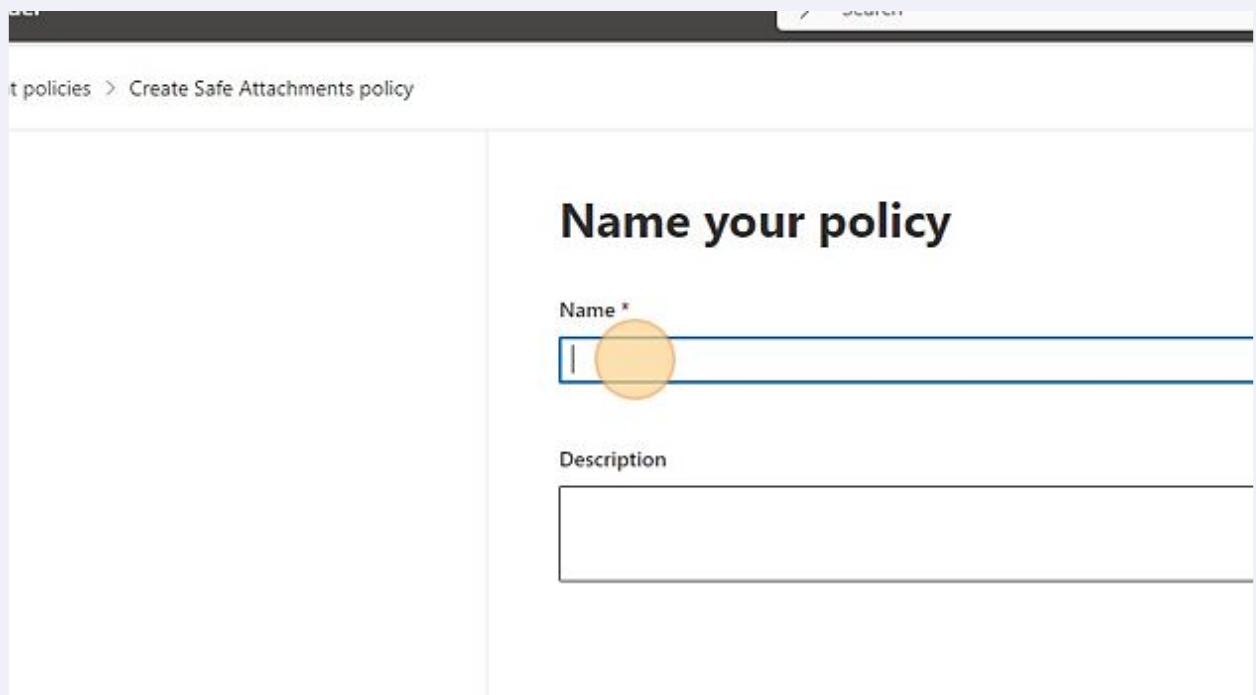
Endpoints ^

Vulnerability management ∨

Tutorials

Configuration management ∨

Email & collaboration ^

Investigations

Explorer

Real-time detections

Review

Campaigns

Policies & rules

Set up policies to manage devices, protect against threats, and receive alerts about va

Threat policies

Threat policies

Alert policy

Manage advanced alerts

Activity alerts

---

4 Click "Safe Attachments"

Tutorials

Configuration management ∨

Email & collaboration ^

Investigations

Explorer

Real-time detections

Review

Campaigns

Threat tracker

Exchange message trace

Policies & rules

Policies

🪝 Anti-phishing

✉️ Anti-spam

🦠 Anti-malware

📎 Safe Attachments

🔗 Safe Links

Rules

⊖ Tenant Allow/Block Lists

🔑 Email authentication settings

5 Click "Create"

Endpoints

Vulnerability management

Tutorials

Configuration management

Email & collaboration

Investigations

Explorer

Real-time detections

Review

Campaigns

Threat tracker

Policies & rules > Threat policies > Safe attachments

Safe attachments

We recommend enabling preset security policies to stay updated with new security controls

Se **Create** afe attachments policy for specific users or groups to help prevent people

+ Create   ↓ Export   ○ Refresh   📊 Reports   ⚙ Global settings

☐ Name

☐ Built-in protection (Microsoft)

6 Enter "(Your Domain Here)-SafeAttachments-Policy in the "Name" field.

t policies > Create Safe Attachments policy

Name your policy
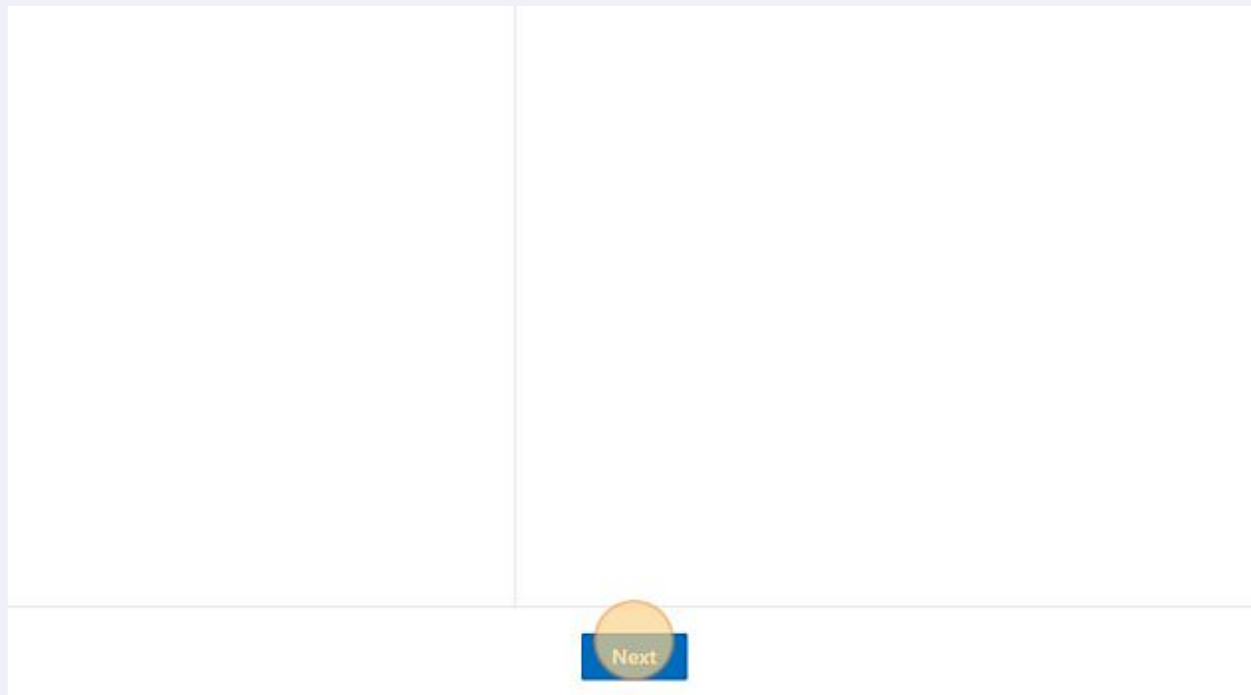
Name *

Description

7 Click the "Description" field.
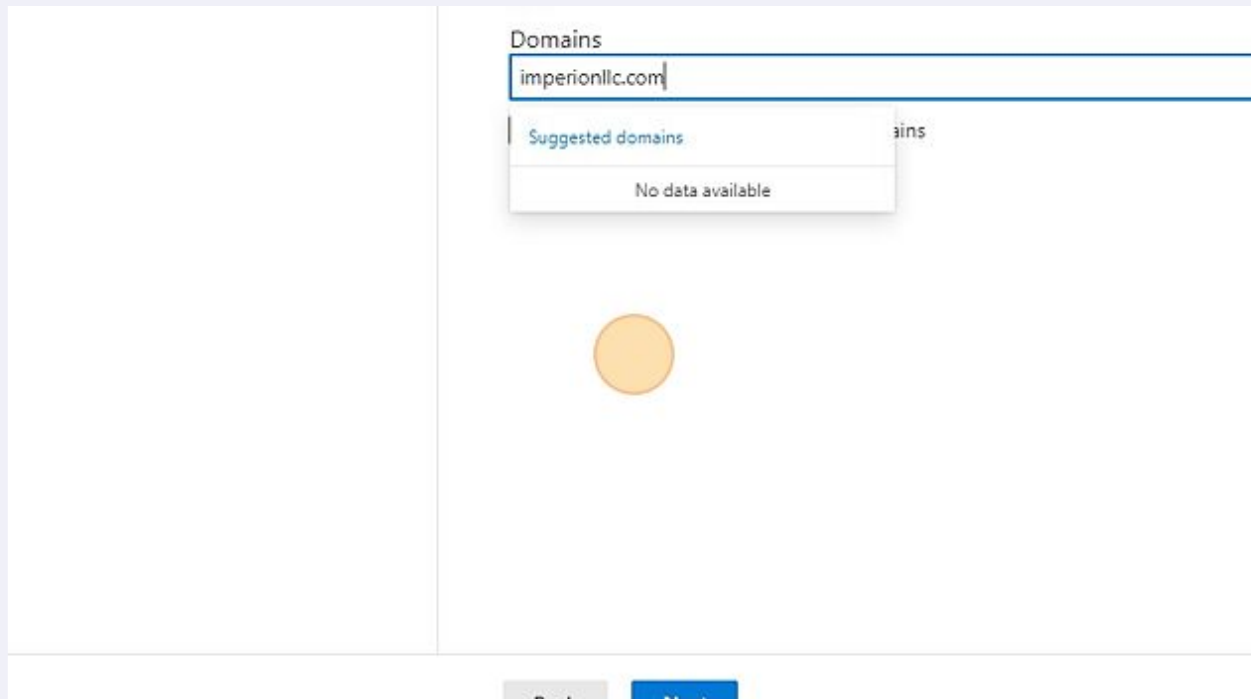
Name your policy

Name *

ImperionIlc.com-SafeAttachments-Policy

Description

8 Click "Next"
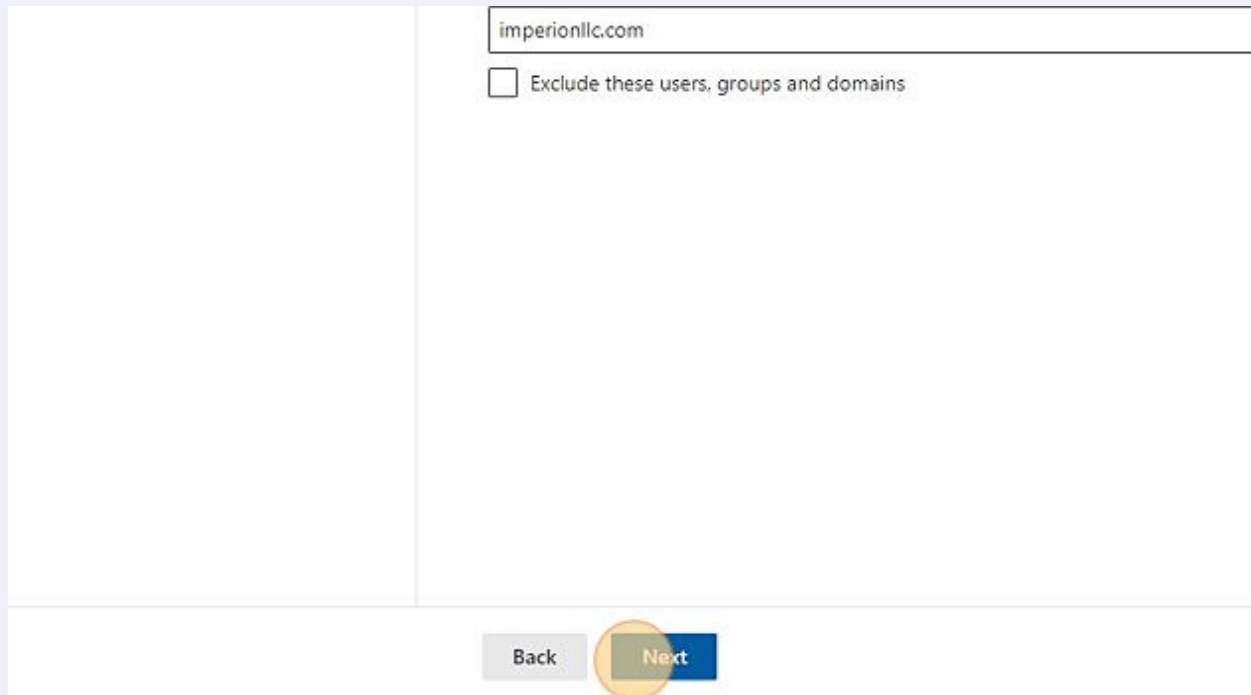
Next

9 Enter your domain name in the "Domains" field.

Domains

imperionllc.com

Suggested domains   ains

No data available

10 Click "Next"

imperionllc.com

☐ Exclude these users, groups and domains

Back   Next

11 Click "Block - Block current and future messages and attachments with detected malware."

Safe Attachments unknown malware response

Select the action for unknown malware in attachments. Learn more

Warning

- **Monitor**, **Replace** and **Block** actions might cause a significant delay in messag
- **Dynamic Delivery** is only available for recipients with hosted mailboxes.
- For **Block**, **Replace**, or **Dynamic Delivery**, messages with detected attachmen

○ Off - Attachments will not be scanned by Safe Attachments.

○ Monitor - Deliver the message if malware is detected and track scanning results.

● Block - Block current and future messages and attachments with detected malwa

○ Replace - Block attachments with detected malware, but deliver the message. (To

○ Dynamic Delivery (Preview messages) - Immediately deliver the message without

Quarantine policy

[⌄]

Permission to release quarantined messages will be ignored for messages
instead

---

12 Select your quarantine policy.

- For **Block**, **Replace**, or **Dynamic Delivery**, messages with detected attachments are qu

○ Off - Attachments will not be scanned by Safe Attachments.

○ Monitor - Deliver the message if malware is detected and track scanning results.

● Block - Block current and future messages and attachments with detected malware.

○ Replace - Block attachments with detected malware, but deliver the message. (To be depr

○ Dynamic Delivery (Preview messages) - Immediately deliver the message without attachm

Quarantine policy

[⌄]

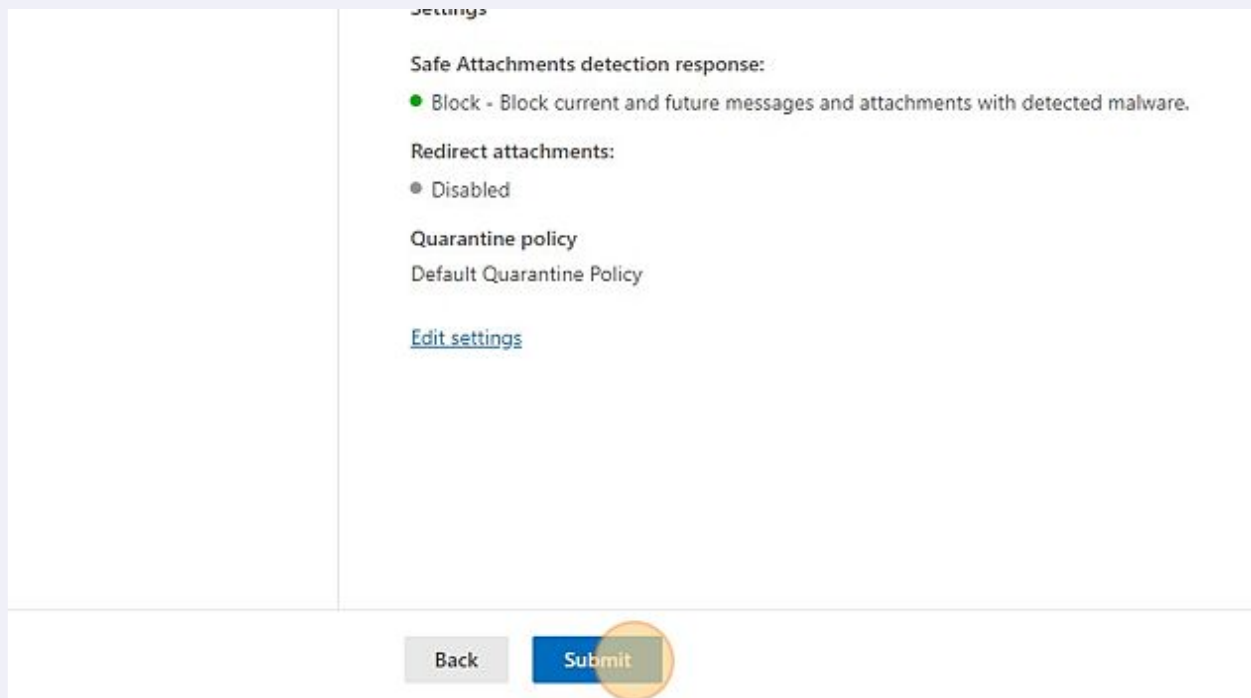Permission to release quarantined messages will be ignored for messages with ma
instead

Redirect messages with detected attachments

Enable redirect no longer supports the Replace or Block actions. Learn more

☐ Enable redirect ⓘ

Send messages that contain monitored attachments to the specified email address.
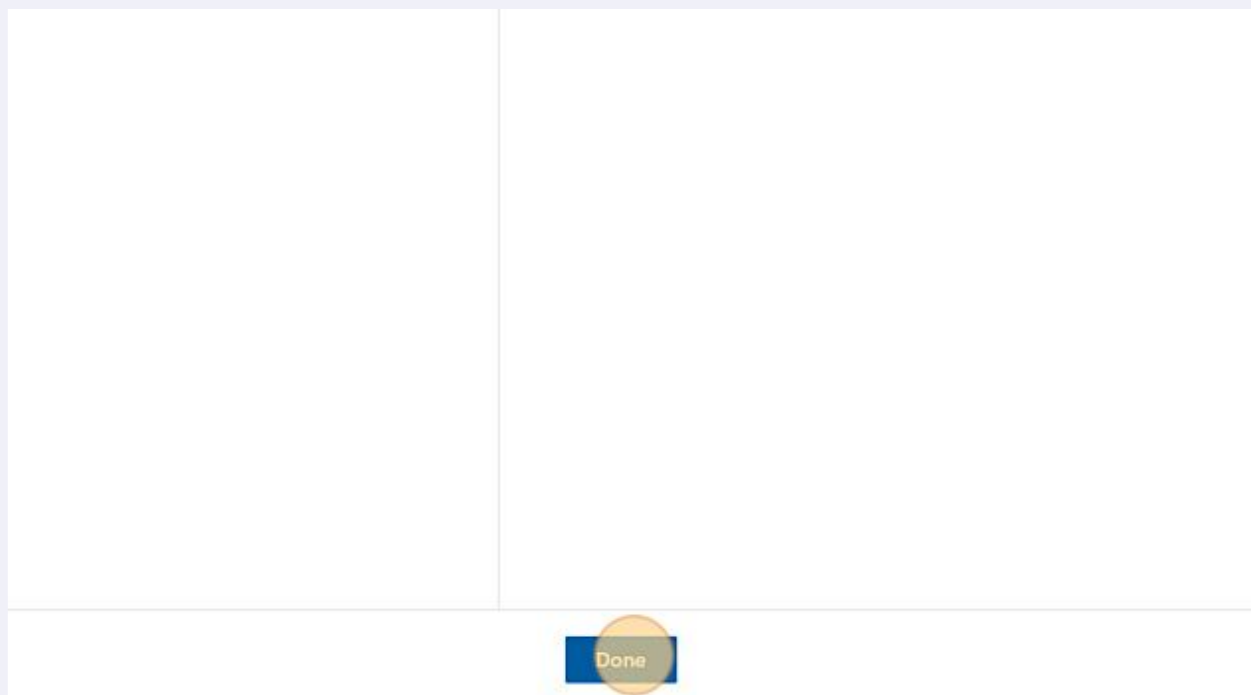
13 Review your settings and click "Submit"

Settings

Safe Attachments detection response:

● Block - Block current and future messages and attachments with detected malware.

Redirect attachments:

● Disabled

Quarantine policy

Default Quarantine Policy

Edit settings

Back   Submit

14 Click "Done"

Done