

HOW TO SET EXTERNAL SENDER BANNER IN OUTLOOK



A SIMPLE GUIDE BY



Company reg no: 07550944
VAT: GB 110 5614 54



OVERVIEW

Phishing emails are one of the biggest security threats at the moment. Every year, they are getting better and it is getting harder to block them up front.

Features like SPF, DKIM, and DMARC do a good job in preventing most phishing emails, but they are not enough.

External email tagging is another security layer, that appeals directly to the user.



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THE HOW AND WHY

Without External Email Tagging:

Outlook only shows you the name of the sender. Attackers can use this by finding a directors name and send phishing messages from an email account with the same name.

With External Email Tagging:

Outlook will mark emails that came from outside of your organisation with a clearly visible banner saying 'CAUTION: This e-mail originated outside your organisation'.

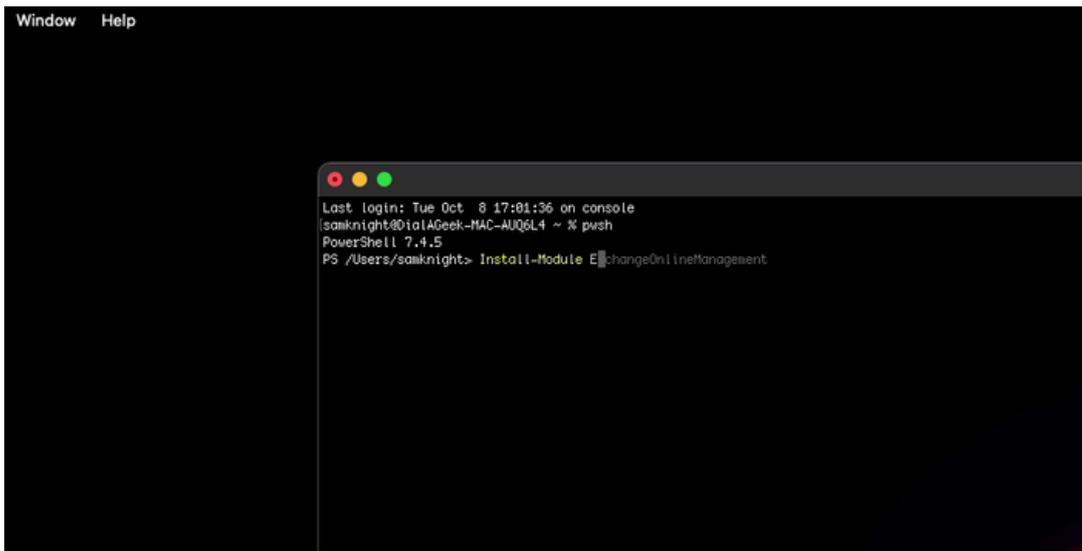
The purpose of the banner is to:

- Remind email users to be cautious of opening attachments or following links from external contacts,
- Help to reduce the threat of phishing and malware
- Increase awareness of email security
- Protect all users



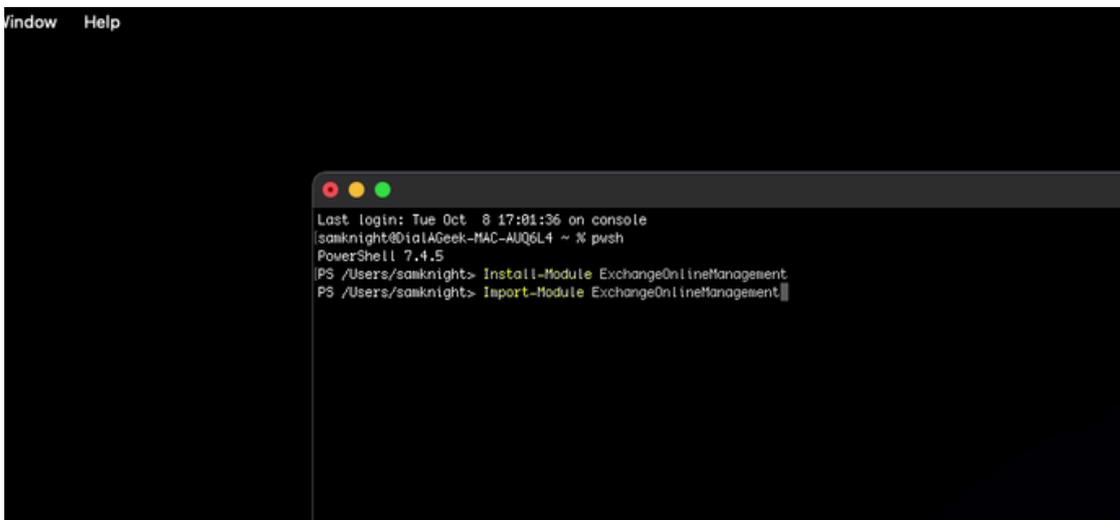
HOW TO - STEP BY STEP

I Type Install-Module ExchangeOnlineManagement



```
Window Help
Last login: Tue Oct 8 17:01:36 on console
samknight@DialAGeek-MAC-AUQ6L4 ~ % pwsh
PowerShell 7.4.5
PS /Users/samknight> Install-Module ExchangeOnlineManagement
```

II Type Import-Module ExchangeOnlineManagement



```
Window Help
Last login: Tue Oct 8 17:01:36 on console
samknight@DialAGeek-MAC-AUQ6L4 ~ % pwsh
PowerShell 7.4.5
PS /Users/samknight> Install-Module ExchangeOnlineManagement
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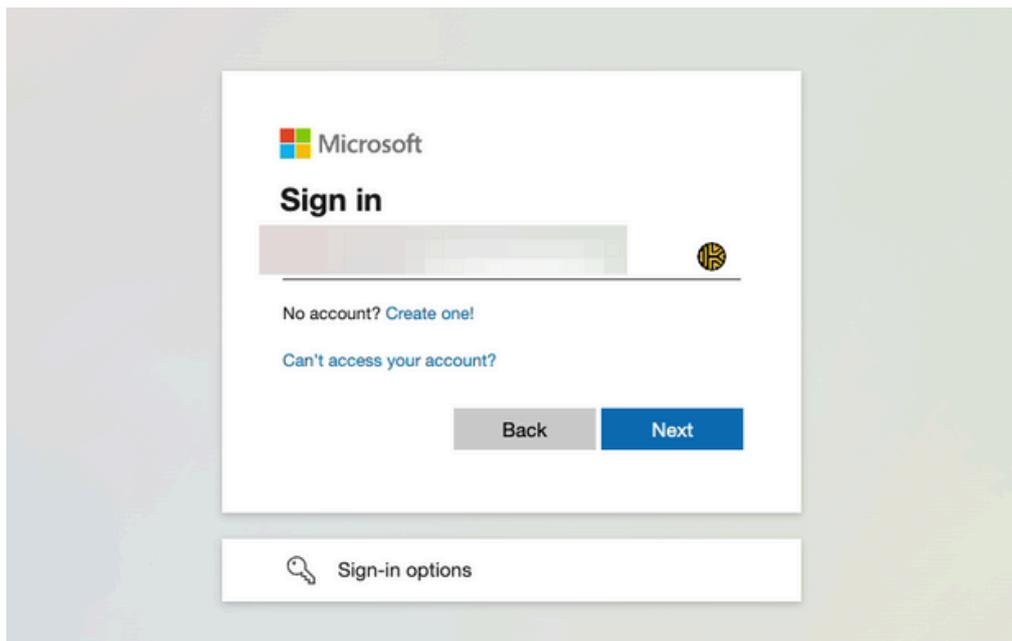
III

Type Connect-ExchangeOnline

```
PowerShell 7.4.5
PS /Users/samknight> Install-Module ExchangeOnlineManagement
PS /Users/samknight> Import-Module ExchangeOnlineManagement
PS /Users/samknight> Connect-ExchangeOnline
```

IV

This will open a web browser so you can log in with a Global admin. Enter details and follow any login prompts.



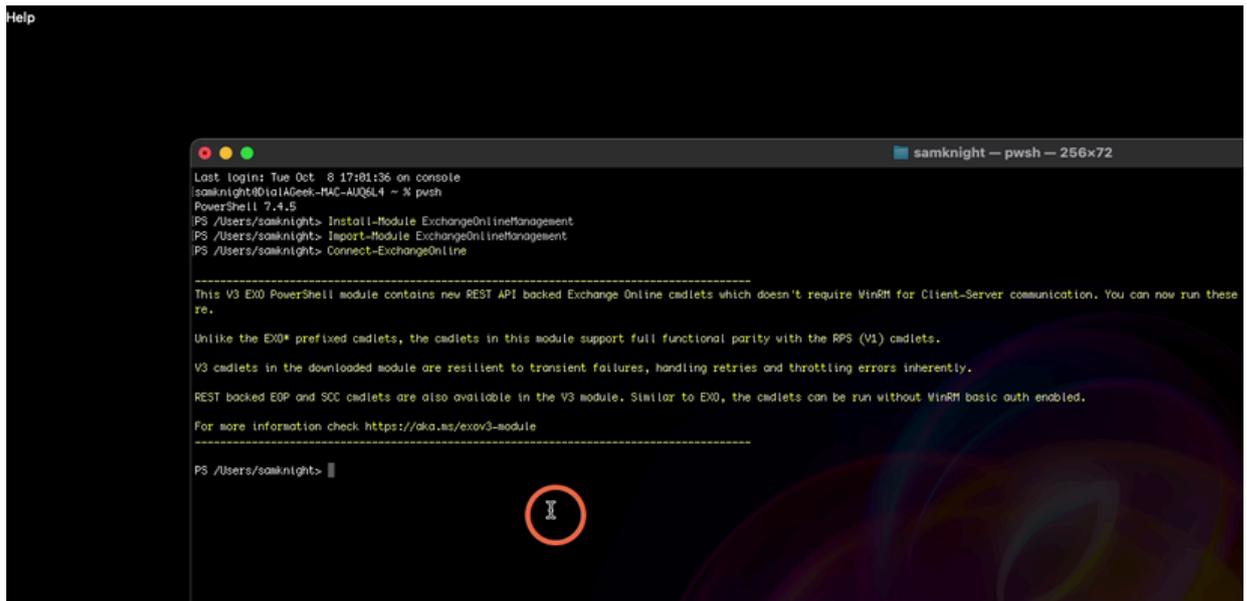
V

You will be left with a window that shows this. Close it and return to powershell.

Authentication complete. You can return to the application. Feel free to close this browser tab.

VI

Click here



```
Help
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samknight@DialAGeek-MAC-AUQ6L4 ~ % pwsh
PowerShell 7.4.5
PS /Users/samknight> Install-Module ExchangeOnlineManagement
PS /Users/samknight> Import-Module ExchangeOnlineManagement
PS /Users/samknight> Connect-ExchangeOnline

-----
This V3 EXO PowerShell module contains new REST API backed Exchange Online cmdlets which doesn't require WinRM for Client-Server communication. You can now run these re.

Unlike the EXO* prefixed cmdlets, the cmdlets in this module support full functional parity with the RPS (V1) cmdlets.

V3 cmdlets in the downloaded module are resilient to transient failures, handling retries and throttling errors inherently.

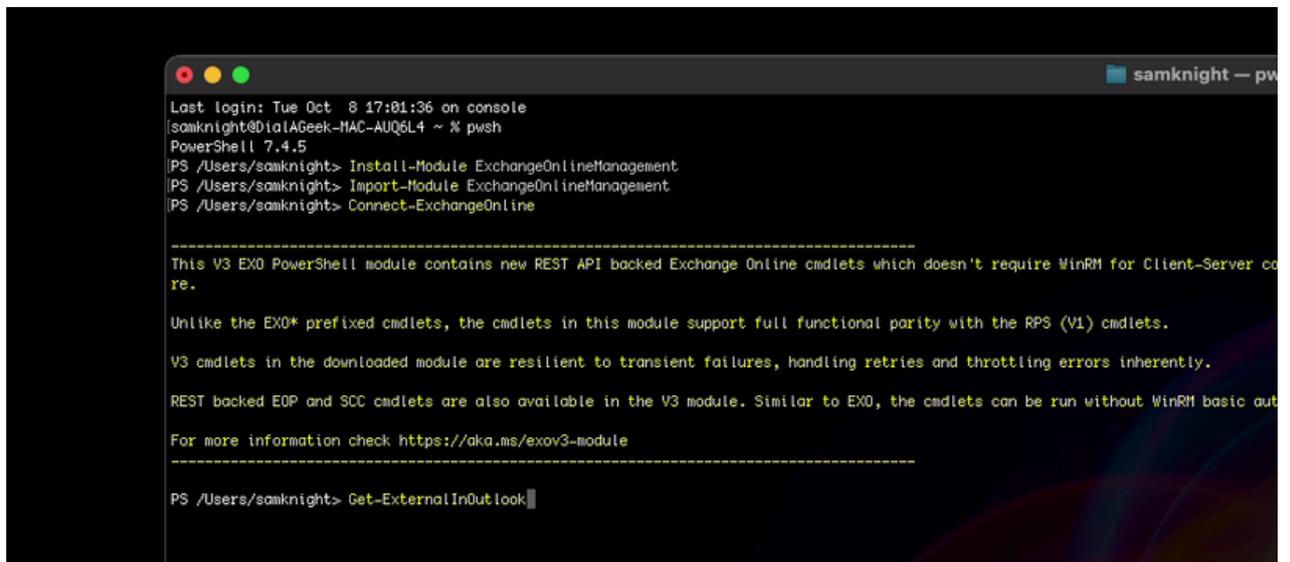
REST backed EOP and SCC cmdlets are also available in the V3 module. Similar to EXO, the cmdlets can be run without WinRM basic auth enabled.

For more information check https://aka.ms/exov3-module
-----

PS /Users/samknight> |
```

VII

Type Get-ExternalInOutlook to get the current status.



```
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samknight@DialAGeek-MAC-AUQ6L4 ~ % pwsh
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PS /Users/samknight> Get-ExternalInOutlook |
```

VIII

This output shows that it is enabled.

```
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[samknight@DialAGeek-MAC-AUQ6L4 ~ % pwsh
PowerShell 7.4.5
PS /Users/samknight> Install-Module ExchangeOnlineManagement
PS /Users/samknight> Import-Module ExchangeOnlineManagement
PS /Users/samknight> Connect-ExchangeOnline

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-----

PS /Users/samknight> Get-ExternalInOutlook

Identity                                Enabled AllowList
-----
[REDACTED]                                True {}

PS /Users/samknight>
```

IX

Type Set-ExternalInOutlook -Enabled \$true and press enter to enable the banner.

```
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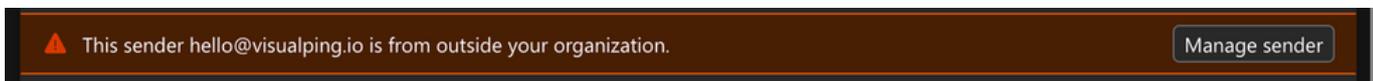
PS /Users/samknight> Get-ExternalInOutlook

Identity                                Enabled AllowList
-----
[REDACTED]                                True {}

PS /Users/samknight> Set-ExternalInOutlook -Enabled $true
```

X

You will now see the banner below on emails from outside the organisation.



We hope you found our guide helpful.

If you need any further help,
get in touch!

help@dialageek.co.uk

0117 369 4335

www.dialageek.co.uk



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Carbometrics



Dial A Geek's dedication is evident in every interaction, making them not just a service provider but a partner in our technological growth.



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