Lab Instructions – Edit Default Anti-malware policy

1. From Microsoft 365 Admin Center select **Security**
2. Select **Threat Management,** the select **Policy**
3. Click th scroll down arrow and select the **Anti-malware** tile
4. Scroll down to view the Default options
5. Click the scroll up arrow then select the **pencil** to edit the **Default policy**
6. Click on **Settings**
7. Under **Malware Detection Response** select **Yes and use the Default notification text**
8. In the **Default** Window click the scroll down arrow
9. Under **Common attachment Types filter,** select **On Emails with attachmnts….**
10. Click the down arrow to the right **File Types,** click on the scroll bar of the **Default** window and select **.scr** fom the list. Scroll down twice and select **.vbe.**
11. Scroll down twice and select **notify internal senders.** Click on **notify external senders**
12. Scroll down again under **Administrator notifications,** select **notify Administrator about undelivered messages from internal senders.**
13. Do the same for **external senders**
14. Enter the Administrator's address in the space povided **mod.os@onmicrosoft.com**
15. Click the scroll down arrow twice then click **Save**