

Security Awareness Safelisting in Mimecast

Situation	How to safelist in Mimecast
Product / Version	Proofpoint Essentials Security Awareness Mimecast Safelisting Note: Only customers with an active Security Awareness subscription can access the Security Awareness console.
Summary	Create a Permitted Senders policy Note: This is a third party application. Documentation is not maintained by Proofpoint.

Question

How do I safelist in Mimecast?

Answer

Mimecast allows customers to add Permitted Senders policies. Please use the following steps to create a policy.

Creating a Policy

1. Navigate to **Gateway > Policies > Permitted Senders**
2. Click **New Policy**
3. In the **Narrative** field, add a description for the Policy e.g. **Permit Proofpoint Security Awareness Training Mail Server IP**
4. In the **Policy Options** section, select **Permit Sender**
5. In the **Emails From** section, select **[Everyone]** and the **Emails To** sections select **[Everyone]**
6. In the **Validity** section, select **Policy Override** so this policy supersedes any other policies with greater specificity.
7. In the **Validity** section's **Source IP Ranges** field enter the appropriate product IPs found in the [Safelisting Guide](#)
8. Click **Save and Exit**

We strongly encourage customers to test these steps in a non-production or controlled environment prior to using in production.