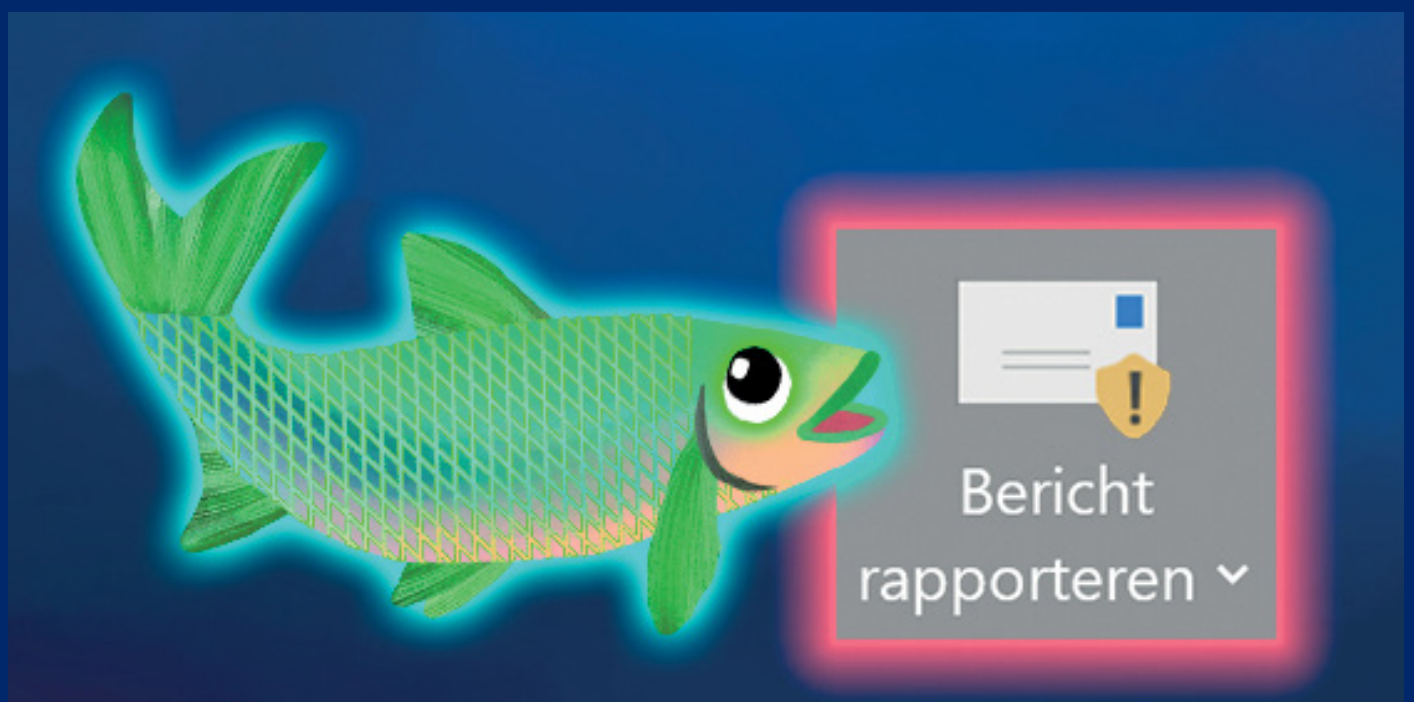


INSTALLATIEPLAN VOOR MELDKNOP



STAP 1 en 2

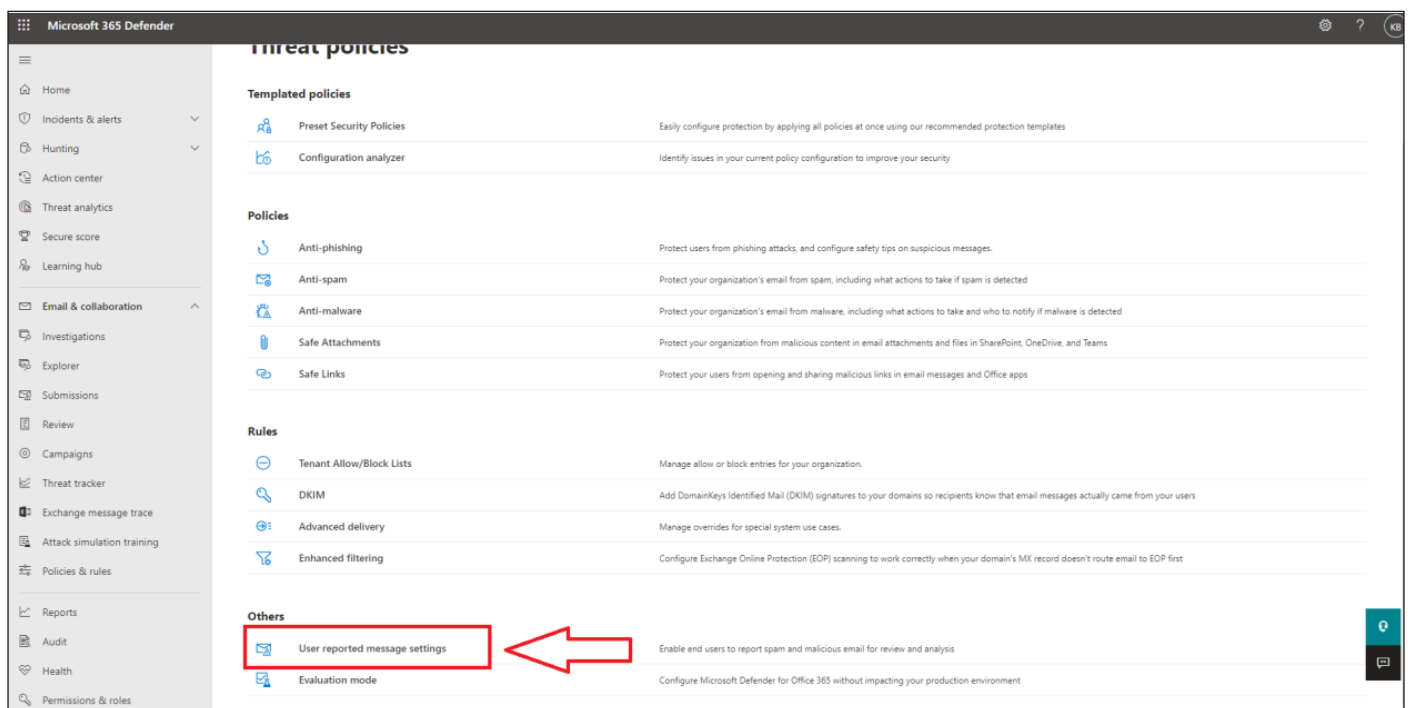
Stap 1

Ga naar: <https://security.microsoft.com/threatpolicy>

en login met een admin account

Stap 2

Onder het kopje “Others” selecteer “User reported message settings”.



The screenshot shows the Microsoft 365 Defender interface. The left sidebar contains navigation options such as Home, Incidents & alerts, Hunting, Action center, Threat analytics, Secure score, Learning hub, Email & collaboration, Investigations, Explorer, Submissions, Review, Campaigns, Threat tracker, Exchange message trace, Attack simulation training, Policies & rules, Reports, Audit, Health, and Permissions & roles. The main content area is titled "Threat policies" and is organized into several sections: "Templated policies" (Preset Security Policies, Configuration analyzer), "Policies" (Anti-phishing, Anti-spam, Anti-malware, Safe Attachments, Safe Links), "Rules" (Tenant Allow/Block Lists, DKIM, Advanced delivery, Enhanced filtering), and "Others" (User reported message settings, Evaluation mode). The "User reported message settings" option is highlighted with a red rectangular box, and a red arrow points to it from the right.

STAP 3

Stap 3

1. Zorg dat de “Microsoft Outlook Report Message button” op “On” staat
2. Bij “Send the reported messages to:” zet het op “My organization’s mailbox”
3. Vul het mail adres van het meldpunt in.
4. Zorg dat “let users choose if they want to report their message to Microsoft” uit staat (geenvinkje)
5. “Select reporting options that are available to users” moet
 “Always report the message” aangevinkt worden
6. “Quarantine report message button” op “off”
7. Als laatste selecteer je “confirm” helemaal aan het eind van de pagina.

Policies & rules > Threat policies > User submissions

User submissions

Customize your organization's experience when reporting potential threats and spam in Microsoft Outlook.

Microsoft Outlook Report Message button On

Use Microsoft's integrated Outlook reporting experience. [Learn more.](#)

Send the reported messages to:

Microsoft (**Recommended**)

Microsoft and my organization's mailbox

My organization's mailbox

Specify an email address in your domain.

Let users choose if they want to report their message to Microsoft

Select reporting options that are available to users

Ask me before reporting the message

Always report the message

Never report the message

Customize your organization's experience when reporting potential threats in quarantine

Quarantine report message button Off

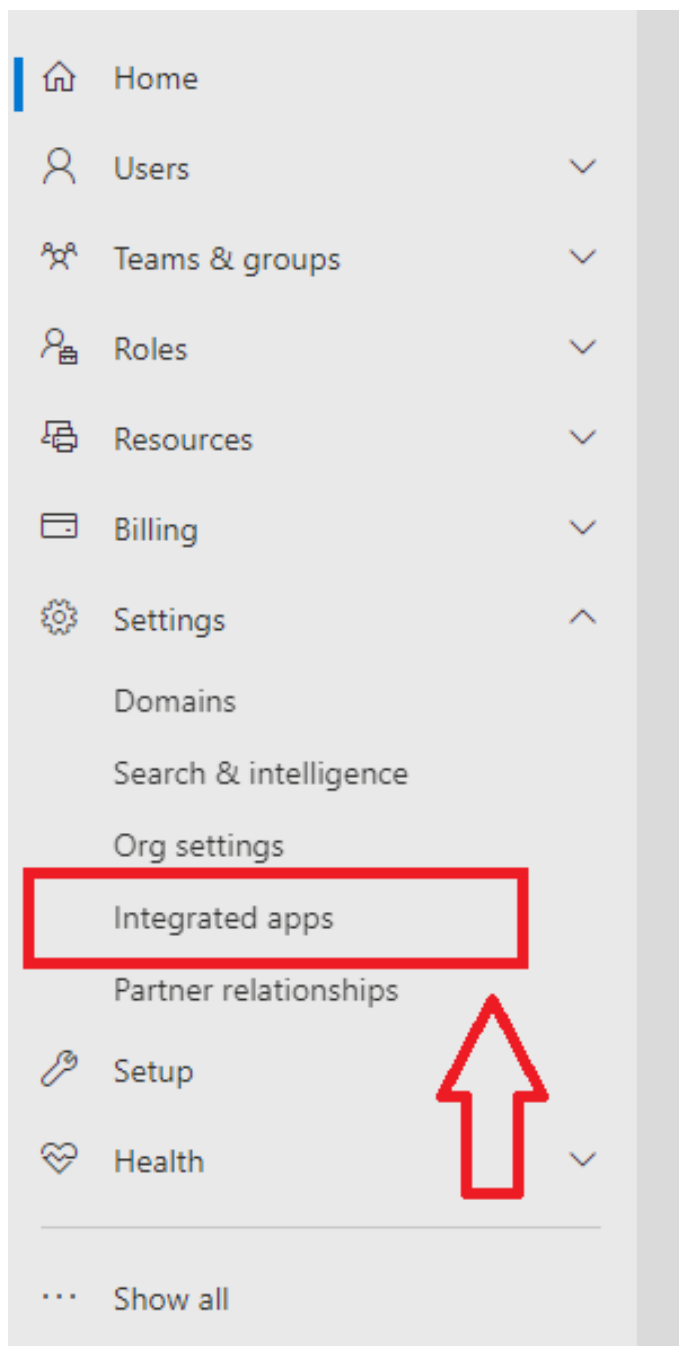
STAP 4 en 5

Stap 4

Ga naar: <https://admin.microsoft.com/> en login met een admin account.

Stap 5

1. Klik op “Settings”
 - a. Als “Settings” er niet tussen staat klik dan eerst op “Show all” (onderaan)
2. Daarna op “Integrated apps”



STAP 6 en 7

Step 6

Klik op “Get apps”

Home > Integrated apps Dark mode

Integrated apps

Discover, purchase, acquire, manage, and deploy Microsoft 365 Apps developed by Microsoft partners. Line-of-business apps developed within your organization are not displayed here. To manage these apps, go to the respective admin center or page: [Azure Active Directory](#) | [SharePoint](#) | [Teams](#) | [Add-ins](#)

Get apps Upload custom apps Refresh 0 items Search Filter

Name	Host products	Status	Test deployment	Last modified ↓
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Step 7

1. Type in de zoekbalk “Report Message”
2. Klik op “Get it now” bij de add in genaamd “Report Message”
 - a. **LET OP!** Het gaat om “Report message” niet “Report Phising”!

365 admin center Search

AppSource Microsoft 365 Apps

Apps Other apps report message

All results

- Report Message** By Microsoft Corporation
Outlook
Submit missed phish, spam, and false positive e-mails to...
★★★★★ (207)
Get it now ☆
- Report Phishing** By Microsoft Corporation
Outlook
Report missed phish e-mails based on the configuration of...
★★★★★ (3)
Get it now ☆
- Actionable Messages Debugger for Outlook** By Microsoft Corporation
Outlook
Allows Office 365 developers to inspect the actionable message...
★★★★★ (17)
Get it now ☆
- Mimecast Essentials for Outlook** By Mimecast Services Ltd.
Outlook
Report suspicious messages, manage your blocked and...
★★★★★ (2)
Get it now ☆
- Mail Assure Cloud Email Security** By Solarwinds Corp
Outlook
Make email more secure and available for Microsoft 365
★★★★★ (1)
Get it now ☆
- okKoala for Outlook** By NIGRIV SPZOO
Outlook
okKoala helps protect you against threats in email through...
★★★★★ (1)
Get it now ☆
- ScrumGenius - Automate daily...** By SmallCloud Technologies
Web app
Best Teams bot used by leading agile teams. ScrumGenius helps managers run asynchronous...
Free trial ☆
- Office365Mon Monitoring Services** By Office365Mon.Com
Web app
Office 365 outages happen. Office365Mon lets you know when they do with text and em...
Free trial ☆
- Reminderz** By ChitChatr
Teams
Helping you get more done, on time!
★★★★★ (1)
Get it now ☆
- Workbot** By Workato
Teams
Build custom workflows between your business apps and Workbot.
Get it now ☆


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STAP 8

Step 8

1. Vul de gegevens in (zover dat niet gedaan is)
2. Vink het vakje onderaan aan.
3. Klik op "Continue"

One more thing ...

 **Report Message**
By Microsoft Corporation

This app requires some basic profile information. We have pulled your Microsoft Account data to help you get started. AppSource will save your information for next time.

Name *

Work email *

Job title

Company

Country / region * ▾

Phone number *

I give Microsoft permission to use or share my [account information](#) so that the provider or Microsoft can contact me regarding this product and related products. I agree to the provider's [terms of use](#) and [privacy policy](#) and understand that the rights to use this product do not come from Microsoft, unless Microsoft is the provider. Use of AppSource is governed by separate [terms](#) and [privacy](#).

You're signed in as

STAP 9

Stap 9


1. Selecteer “Entire organization”
2. Klik op “Next”
3. Daarna komt er nog een scherm waar u ook op “Next” moet klikken
4. En als laatst klikt u op “Finish deployment”
5. Na het installeren (kan een minuutje duren).
6. Klik op “Done” en hij is geïnstalleerd

Deploy New App

Users

Deployment

Add users

 **Report Message**

Is this a test deployment? ⓘ No

Assign users

Just me

Entire organization

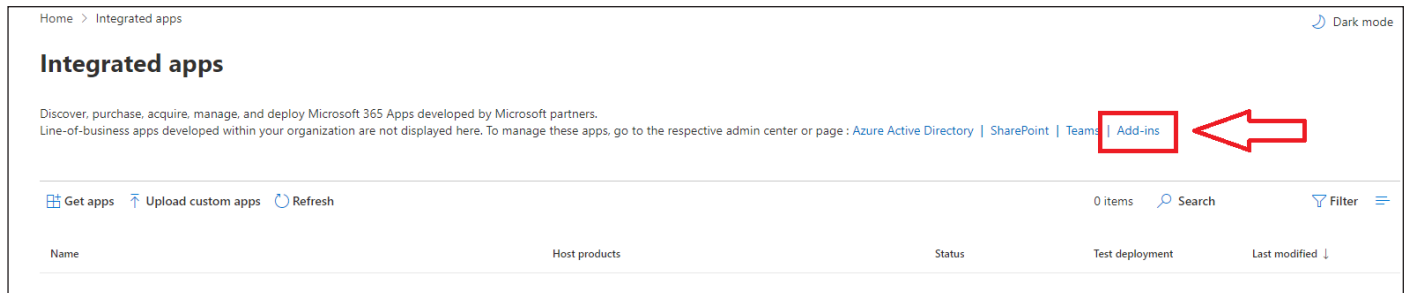
Specific users/groups

Next

STAP 10 en 11

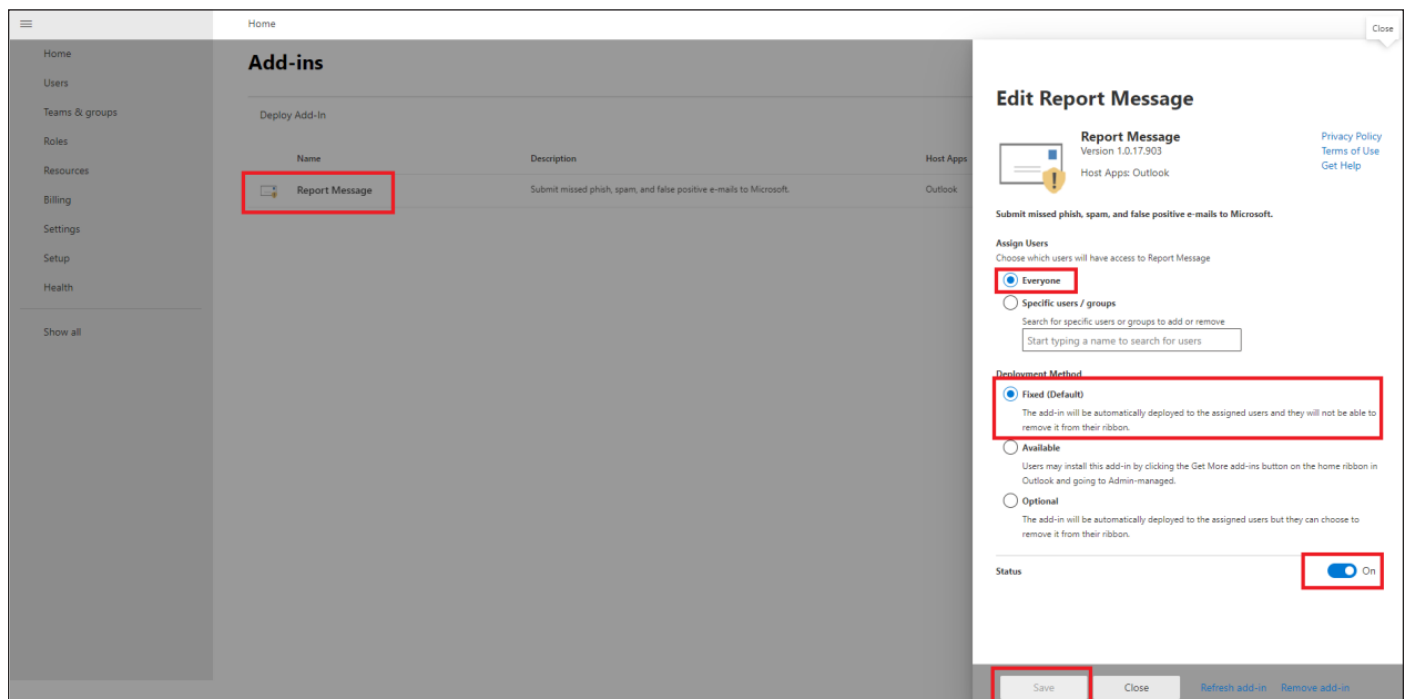
Stap 10

1.1. Klik op “Add-in”



Stap 11

1. Klik op “Report Message”
2. Zorg dat bij “Assign Users” “Everyone” is geselecteerd.
3. Deployment Method moet op “Fixed (Default)” staan.
4. En Status op “On”
5. Als u iets heeft veranderd klik dan nu op “Save”



Over 15 minuten zou de meldknop bij iedereen geïnstalleerd moeten zijn. Ziet u hem niet? Herstart dan uw pc of laptop. De meldknop zou dan zichtbaar moeten zijn.