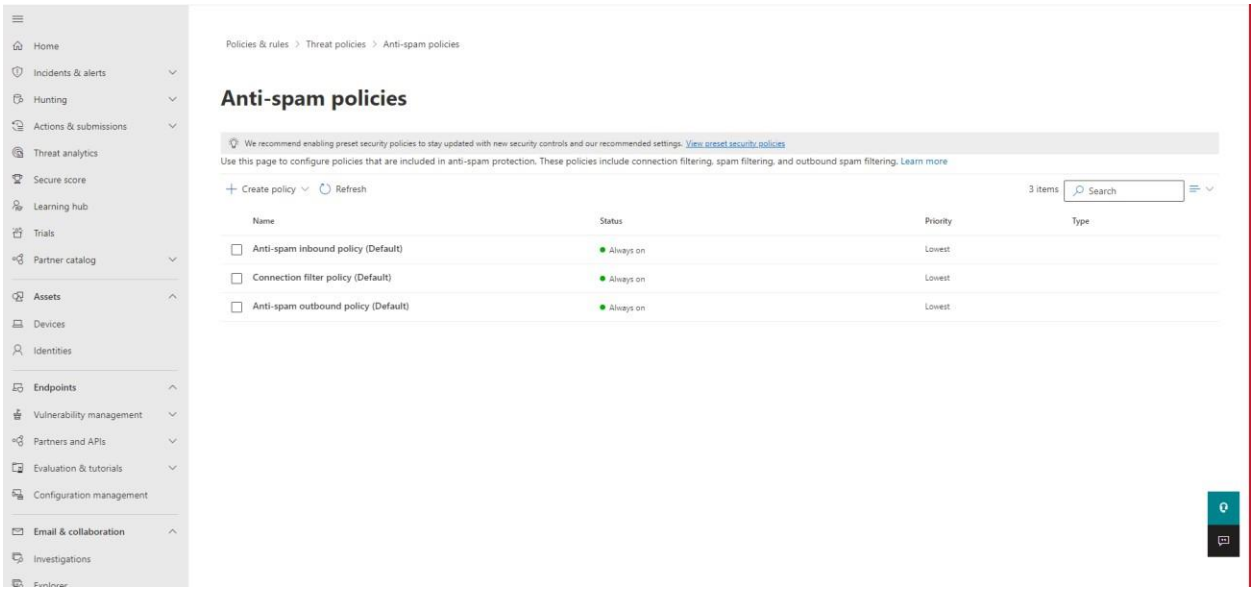
The following instructions assume a default Exchange/Office 365 Anti-spam and connection filter policy setup. The screens and policies available to you may look different depending on your particular situation and whether your Office 365 environment has been customized. Note that the IP addresses shown in this policy are ONLY used for transactional emails related to Great Place To Work certification and employee surveys and are not used for marketing purposes.

(1) Go to https://security.microsoft.com/antispam

(2) Click to open the Connection Filter Policy (Default)



(3) The policy will open in a flyout on the right hand side. Click the link to “Edit connection filter policy”. You may need to scroll to the bottom of the flyout to see the link.

(4) One at a time, add desired IP addresses to the “always allow” portion of the connection filter policy.

(5) Click the save button at the bottom of the flyout to save the policy.

(6) It typically takes only 5-10 minutes for the policy to take effect.

(7) Emails that have been previously queued or delayed due to IP throttling may take several hours to arrive even after the policy has been enabled. New emails / campaigns will typically arrive almost instantly. We have tested and confirmed the behavior of this configuration change and successfully delivered over 1,000 survey invites in less than two minutes following the implementation of the above policy.