

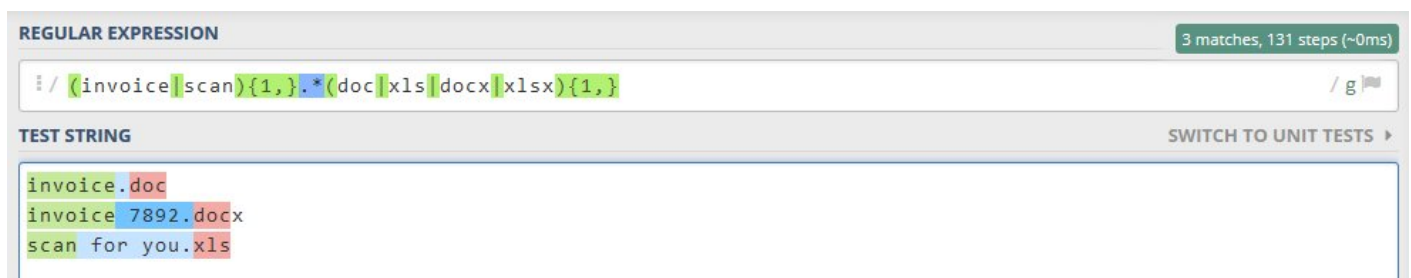
# Custom File Expressions

File Expressions are helpful in identifying files contained in incoming email attachments. File expressions are used in File Rules which in turn are used in Spam/Virus/File Policies. Ultimately Spam/Virus/File Policies are assigned to Internal Recipients in order to block or allow incoming email attachments on a per recipient basis.

File Expressions are created utilizing the Regular Expression (regexp) format. A good place to start and test the Regular Expression you create is the [regular expressions 101](https://www.regular-expressions.org/) website.

For example, suppose you want to identify all Microsoft Office Word and Excel files that have the word "invoice" or the word "scan" in their filename. The Regular Expression would look like: **(invoice|scan){1,}.\*(doc|xls|docx|xlsx){1,}**. If you were to test the regexp at the regular expression website 101 you would see that the regexp would match on the "invoice.doc", "invoice 7892.docx" and the "scan for you.xls" files (**Figure 1**).

**Figure 1**



Regular Expressions can be confusing at first however, there are lots of resources on the Internet to help you along. A good place to start is the [RegexOne](https://www.regexone.com/) website.

## Add Custom File Expression

1. In the **Add Custom File Expression** section, under the **Enter a File Expression in the box below...** field, enter the Regular Expression you wish to use.
2. Under the **Select below whether you want the file expression to be case sensitive or case insensitive ....**select either **Case Insensitive** or **Case Sensitive**. It's recommended that you always select the Case Insensitive option unless you have a specific reason not to.
3. Under the **Enter a description for your new File Expression...** enter a brief description.
4. Click the **Add** button (**Figure 2**).

**Figure 2**

### Custom File Expressions

#### Add Custom File Expression

Enter a File Expression in the box below. File expressions follow the Regular Expression format (regexp). Your regexp should be tested before entering it. A good place to test your regexp is <https://regex101.com>. Example: Suppose you want to identify all Microsoft Office Word and Excel with the file name that has the word "invoice" in it, then the regexp would look like this: `(invoice){1,}.*(doc|xls|docx|xlsx){1,}`

Select below whether you want the file expression to be case sensitive or case insensitive. In most cases you should leave the default setting of case insensitive selected

- ☒ Case Insensitive (Recommended)  
☐ Case Sensitive

Enter a description for your new File Expression. Example: Block all Invoice Microsoft Office Word and Excel Files

Add

1. As you add Custom File Expressions, they will show up under the **Delete Custom File Expressions** section (**Figure 3**).

**Figure 3**

#### Delete Custom File Expression

`(efax){1,}.*(doc|xls|docx|xlsx){1,}` ---> Any File Named efax that can be opened by Microsoft Word or Excel  
`(invoice|scan|rechnung|fattura){1,}.*(doc|xls|docx|xlsx){1,}` ---> Any File Named invoice that can be opened by Microsoft Word or Excel  
`(order){1,}.*(doc|xlsx){1,}` ---> Any file named order that can be opened by Microsoft Word or Excel  
`(tmp){1,}.*(exe){1,}` ---> Any Filenames with with a double extension of .tmp.exe

Delete

## Delete Custom File Expression

**Note: If a file expression is part of a file rule, the system will NOT allow you to delete it. If that's the case, the file expression must first be removed from the file rule under Content Checks --> File Rules.**

1. Under the **Delete Custom File Expressions** section, select the File Expression entry you wish to delete and click the **Delete** button (**Figure 4**). **Note that only one entry can be selected at a time.**

**Figure 4**

#### Delete Custom File Expression

`(efax){1,}.*(doc|xls|docx|xlsx){1,}` ---> Any File Named efax that can be opened by Microsoft Word or Excel  
`(invoice|scan|rechnung|fattura){1,}.*(doc|xls|docx|xlsx){1,}` ---> Any File Named invoice that can be opened by Microsoft Word or Excel  
`(order){1,}.*(doc|xlsx){1,}` ---> Any file named order that can be opened by Microsoft Word or Excel  
`(tmp){1,}.*(exe){1,}` ---> Any Filenames with with a double extension of .tmp.exe

Delete

