Standss

SendGuard for Outlook

WHAT IS THE RISK TO YOUR COMPANY IF SOMEONE EMAILS CONFIDENTIAL INFORMATION TO THE WRONG PERSON?

OUTLOOK MAKES IT **TOO EASY** TO SEND AN **EMAIL** TO THE **WRONG** PERSON.

An AOL survey revealed that 32 percent of respondents had accidentally sent an email to the wrong person. In a more recent survey 78 percent of respondents said that they had accidentally sent emails to the wrong people at some time.

Send Guard for Outlook is **a collection of "guards"** that **checks emails before they are sent out** and **prompts users** for **incomplete, incorrect or inappropriate information**.

#1: Send Confirm checks that emails are sent only to intended recipients with intended attachments.

#2: Reply Guard for Outlook protects users from inappropriate Replies and Reply-Alls

#3: **Send Rules**: Use the Rules engine to carry out **your own special checks** on emails before they are sent out.

#4: Delay Guard lets users Recall or Undo sending even after clicking Send

 # 5: Account Guard checks that emails are sent using the correct account

 # 6: Attachment Guard checks that emails are sent with the correct attachments plus other productivity tools

 # 7: Subject Guard checks that emails have meaningful Subjects (which makes them more likely to be opened)

Please contact us at sales@standss.com
for demos/trials and more information

Protect Your Company

- Avoid accidental disclosure of sensitive information to the wrong people
- Protect your team from wrongly typed email addresses
- Protect your team from Outlook's auto-correct
- Decrease your organization's risk of liability

For Your IT Team

- Customize the message displayed to users based on corporate and legal requirements
- Deploy the software using SCCM etc.
- Modify and deploy new settings centrally when required
- Lock and hide all (or selected) settings from users
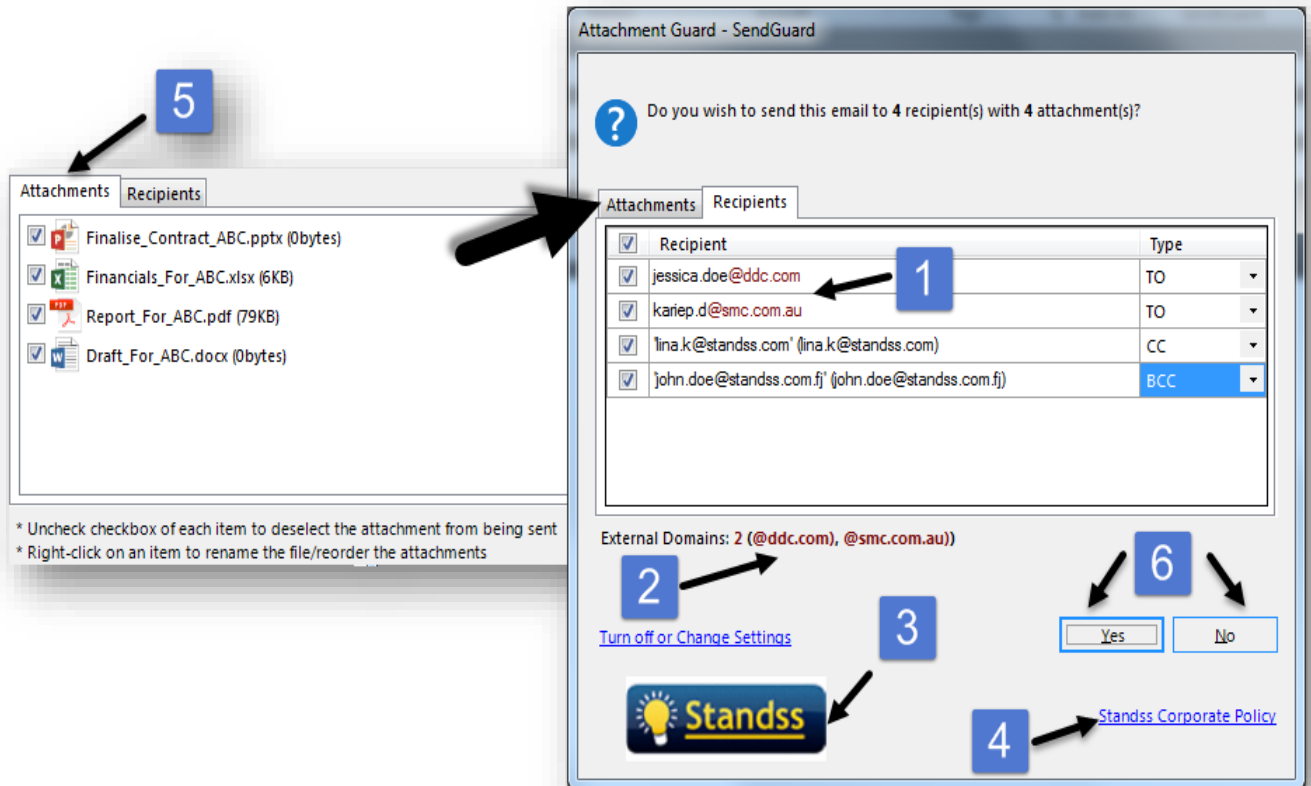- Log users' actions to Windows Event Log or Text Files

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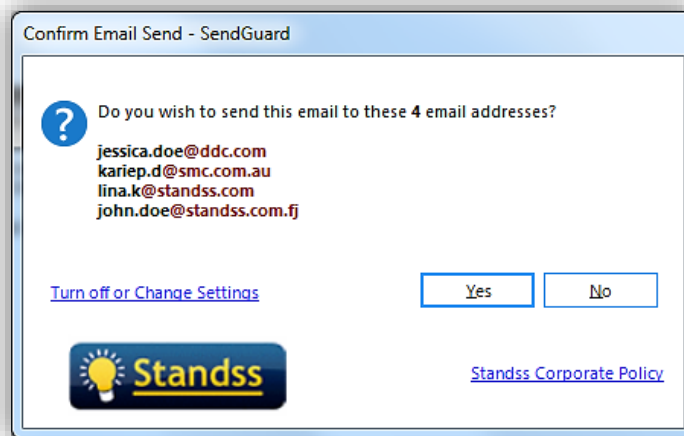## http://www.Standss.com/sendguard

Guard #1: Send Confirm

*Prompt users (2 styles of prompts available) to confirm
that emails are being sent to <u>intended</u> recipients with <u>intended</u> attachments*
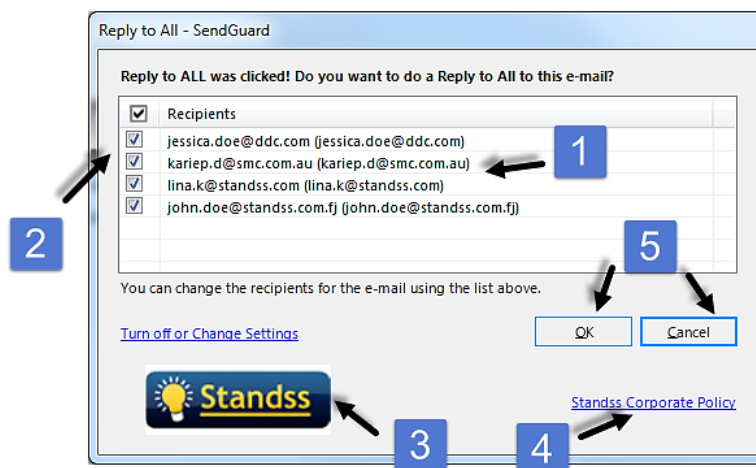

1	See exactly who the email is being sent to with external recipients highlighted in red
2	Highlights that the email is going multiple domains (can also optionally show an extra prompt)
3	Brand the prompt with your company logo
4	Link to relevant corporate email policies
5	View a list of attachments before emails are sent out (attachments can be removed and renamed directly from here)
6	Click Yes to send or No to go back to the email (Yes clicks can optionally be logged with user and email details)

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or display a simpler confirmation prompt with **external recipients highlighted in red**

Guard #2: Reply Guard

Reply Guard protects users from inappropriate Replies and Reply-Alls by prompting the user immediately when Reply or Reply all is clicked.

1 See exactly who the email will be sent to.

2 Add/remove recipients directly from the screen

3 Brand the prompt with your company logo

4 Link to relevant corporate email policies

5 Click OK to continue or Cancel to go back to the email (Yes clicks can optionally be logged with user and email details)

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Guard #3: Send Rules

Create and apply your own to outgoing emails
*(Confirm before sending, block, **auto BCC**, **auto CC** and more)*

1 Define your own conditions

2 Check for credit card number, social security numbers (or define your own Reg-Ex based checked)

3 Define your own actions including prompting the users, blocking the email the outgoing email, automatic CCing or BCCing.

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Send Guard for Outlook Feature Matrix

SendGuard can be purchased in various configurations (Send Confirm, Send Confirm Pro, Reply Guard, Reply Guard Pro or Send Guard) depending on the features you need.

The matrix below shows the main features in the various versions. Note that **individual features can be turned on or off from the settings screen or the registry depending on the needs of your organization**.

Feature	Send Confirm	Reply Guard	Send Guard
General			
Customizable messages on prompt	Pro Only	Pro Only	✓
Company Branding: Display own logo on prompts	Pro Only	Pro Only	✓
Company Policies: Display links to company policies on prompts	Pro Only	Pro Only	✓
Log results to Windows Event Log or Text File	Pro Only	Pro Only	✓
Filters to control when prompts are displayed (external only etc.)	✓	✓	✓
Lock settings from changes by users	✓	✓	✓
Send Confirm (including Attachment Productivity)			
Prompt to confirm recipients before emails are sent out	✓		✓
External domains in red to clearly indicate emails that are going outside company domain	✓		✓
Prompt to identify that email is being sent to multiple external domains	✓		✓
Prompt to confirm attachments before emails are sent out	Pro Only		✓
Allow unselecting of recipients and/or attachments from prompt (without going back to email)	Pro Only		✓
Rename attachments from prompt	Pro Only		✓
Insert attachment names into email (right click)	✓		✓
Also see features in General section of table			
Reply Guard			
Prompt when Reply All clicked		✓	✓
Prompt when Reply clicked on an email with multiple recipients		✓	✓
Prompt if attempting to reply to a BCCed emails		✓	✓

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Feature	Send Confirm	Reply Guard	Send Guard
Option to Disable Reply-All and Forward on outgoing emails		Pro Only	✓
Include Attachments with Replies		Pro Only	✓
Include original recipients with Forwards		Pro Only	✓
Prompt if user has forgotten attachment		Pro Only	✓
Also see features in General section of table			
Send Rules			
Warn users based on your own rules			✓
Set rules using recipient and sender email addresses (internal, external, specific email addresses/domains etc.)			✓
Warn based on content: Specific words found in subject, email body or attachment name			✓
Detect and Prompt for Credit Card Numbers, Social Security Numbers			✓
Use Regular Expressions to detect and warn of other text in emails			✓
Automatically BCC (with or without confirmation prompt) based on your own rules			✓
Others			
Account Guard: For users with multiple email accounts: Ensure emails are being sent from correct email account that the sender recognizes			✓
Delay Guard: Delay emails in Outbox so that you can Undo sends			✓
Subject Guard: Clean subject lines of spam markings			✓
Subject Guard: Prompt for new (more relevant) subject when replying to (very) old email			✓

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