

# SendGuard for Outlook

*Outbound* Email  
Security Solution



**Microsoft Partner**  
Silver: Application Development

# Why your customers need SendGuard

Prevent **confidential emails** and **sensitive/private data** being sent to the **wrong recipients**

- **Compliance with International data privacy laws**

GDPR (EU), CCPA (California Consumer Privacy Act), HIPAA (Health Insurance Portability and Accountability Act) for the US healthcare industry, FINRA (Financial Industry Regulatory Authority) for the US financial sector, Australian Privacy Act, POPIA (South Africa), PIPEDA (Canada)

- **Required by customers in certain industries (finance, healthcare, professional firms)**

- Avoid **lawsuits** and **heavy fines** (GDPR etc)

- Risk to **reputation**

- Avoid loss of **income and customers**



## The Problem!

Email is the main form of formal communication but...

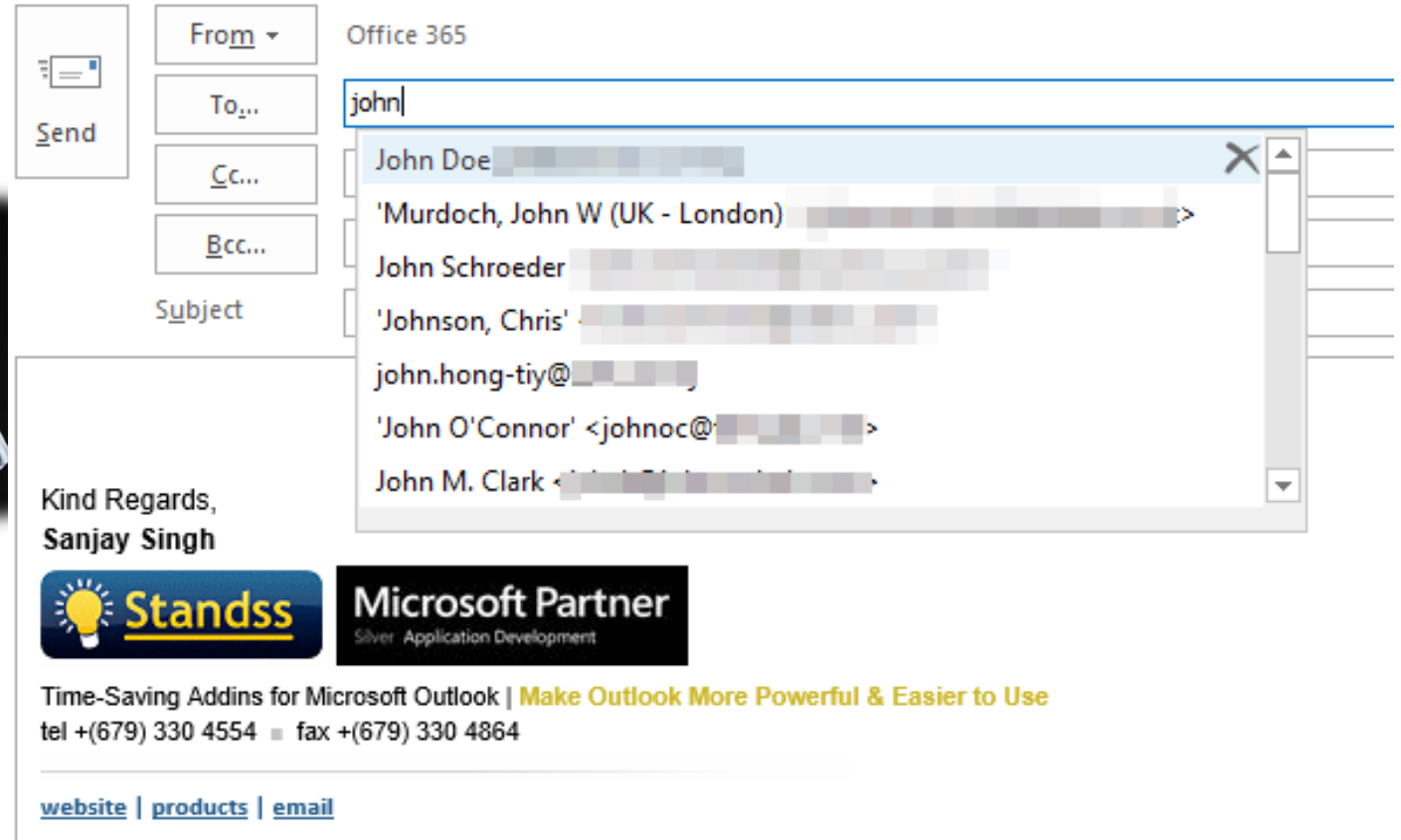
It is too easy to send an **email or attachments** with **sensitive or private data** to the **wrong recipient** using Outlook



Autocomplete  
Reply-to-All

Selecting the wrong attachments

...



The screenshot shows an Outlook email composition window. The 'To' field contains the text 'john|'. A dropdown menu is open, displaying a list of suggested recipients: 'John Doe', ''Murdoch, John W (UK - London)', 'John Schroeder', ''Johnson, Chris'', 'john.hong-tiy@...', ''John O'Connor' <johnoc@...', and 'John M. Clark <...'. The 'From' field is set to 'Office 365'. The 'Subject' field is empty. The body of the email contains the text 'Kind Regards, Sanjay Singh'. Below the body, there are two logos: 'Standss' (with a lightbulb icon) and 'Microsoft Partner Silver Application Development'. At the bottom, there is a line of text: 'Time-Saving Addins for Microsoft Outlook | Make Outlook More Powerful & Easier to Use tel +(679) 330 4554 ■ fax +(679) 330 4864'. At the very bottom, there are links for 'website | products | email'.

Send

From Office 365



To john|

Cc...

Bcc...

Subject

Kind Regards,  
Sanjay Singh

Time-Saving Addins for Microsoft Outlook | **Make Outlook More Powerful & Easier to Use**  
tel +(679) 330 4554 ■ fax +(679) 330 4864

[website](#) | [products](#) | [email](#)

# How SendGuard Protects Users when Sending Emails

SendConfirm

## Prevent Accidental Data Disclosure

Ensure **users confirm recipients and attachments** before emails are sent.

SendDLP

## Detect and Warn Users Of Sensitive, Confidential Or Inappropriate Information

SendGuard can scan emails for credit card numbers, social security numbers etc.

SendRules

## Rules for Custom Checks and Actions on Outgoing Emails

Define Rules to carry out special checks based on your organization's compliance policies and requirements

ReplyGuard

## Reply All Protection and Reply Productivity Tools

Prompt users when they Reply-All or Reply to emails with multiple recipients. Automatically attach the correct attachments to replies.

## Reports/Analytics: Assess Impact and Violations using Logs

Log emails details and use **Power BI, Splunk** etc for reporting/analysis

## Increase Security Awareness

Link to your policies and display your own logo on all prompts to reinforce the importance of security to your organisation.



# Confirm *recipients and attachments* before emails are sent out

**1. Review Recipients**

**2. Review Attachments**

**3. (Optional) Encrypt the email**

**4. Click Send (SendConfirm can even log details of sent emails)**

External domains are color-coded for easy identification

View/Open attachments

Send Now or Delay (to allow Unsend/Recall)

Brand with your logo, customized wording and links to email policies

Confirm Email Send - SendGuard

Do you wish to send this email to Tom Berry (tom\_b@companya.com) and 4 more recipients with 4 attachment(s)?

External Domains: 3 (@companya.com, @firmc.com, @firma.com)

Select All 5 Recipients [Settings](#)

<input checked="" type="checkbox"/>	Tom Bery (tom_b@companya.com)	TO
<input checked="" type="checkbox"/>	Jenise Chee (jenise_c@companya.com)	TO
<input checked="" type="checkbox"/>	terance_y@firmc.com	CC
<input checked="" type="checkbox"/>	willy@firma.com	CC
<input checked="" type="checkbox"/>	john.doe@standss.com.fj	BCC

Select All 4 Attachments

<input checked="" type="checkbox"/>	Finalise_Contract.pptx (72KB)	<a href="#">View</a>
<input checked="" type="checkbox"/>	Financials.xlsx (9KB)	<a href="#">View</a>
<input checked="" type="checkbox"/>	Report.pdf (79KB)	<a href="#">View</a>
<input checked="" type="checkbox"/>	July Plan.docx (15KB)	<a href="#">View</a>

Encrypt Email?  Yes  No  Send Now

**Your Company Logo goes here**   [Your Corporate Policy](#)

# Data Loss Prevention: DLP Content Scanning

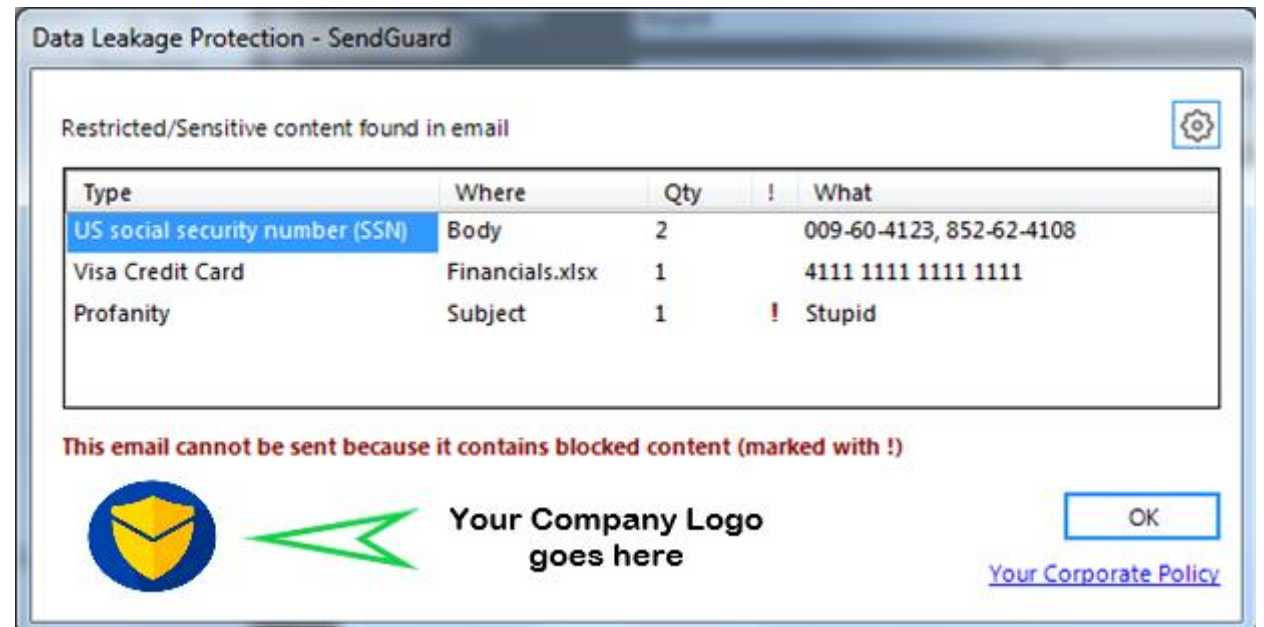
Use built-in rules to scan for sensitive content such as:

- Credit Card Numbers
- Social Security Numbers
- Employee IDs
- Profanities
- Other confidential information requested by clients

Set Level of Severity:

**Confirm before Send** or **Block Emails**

Define your own search patterns using word lists, wildcards or Regular Expressions (Patterns)





# Send Rules: Define your own checks and actions on outgoing emails

IF: Check emails for specific content or conditions

*Custom Scripts can be used to carry out special tests*

THEN: Define actions to perform if conditions are met

## Example Rules:

Ask user if email should be copied to CRM, and **automatically BCC** if user clicks Yes

**Mark email for Encryption** based on recipients

Confirm (or Block) outgoing emails if they contain certain text .

My Rules - Add Rule

Rule Name:

IF Then

Conditions ticked below will be ANDed when processing Allowed wildcards: "\*" "

**Recipient**

If recipient contains one or more email addresses from:

If recipient contains ANY email addresses excluding:

If sending to more than  recipients

If sending to following distribution lists/contact groups:

If sending to multiple domains excluding:

**Sender**

Sent from email address/domains:

**Contents**

If email Subject has text

If email body has text

If email has Sensitive Info:  Credit Card

**Attachments**

If email has more than  attachment

If attachment name has text

**Others**

Custom Script

(Optional) Show Message

Warning with Yes/No buttons  Warning with OK/Cancel  Block Sending (OK Button)

Message Caption:

Message Body:

Tags: %total\_email\_count%, %attachment\_names%, %full\_email\_list%, %external\_email\_addresses%, %email\_address%, %display\_name%, %name\_and\_emailaddress%, %external\_email\_count%

Company Policy Text:

Company Policy URL:

Display change settings link on prompt

**Action on Yes/OK**

BCC to:

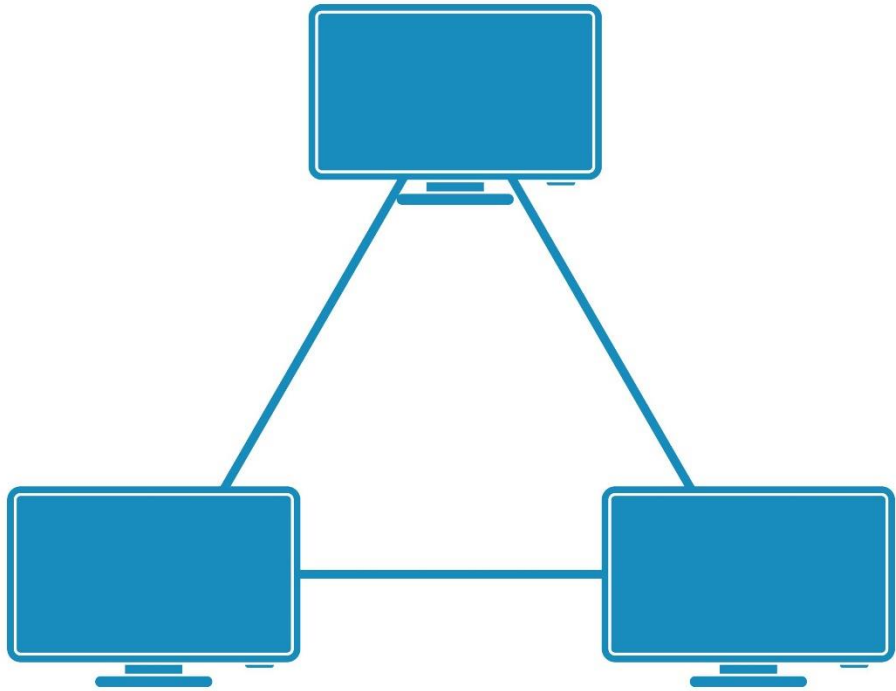
Send Email

**Action on No/Cancel**

Do not send email

OK Cancel

# Admin Managed Settings, Deployment and Management



- Hide/Lock settings from users
- Deploy with preset settings using a Customized MSI
- Deploy using Intune, GPO, SCCM, msiexec or other installation/packing tool
- Update settings centrally using GPO using ADMX/ADML files



# Protect Your Organization with SendGuard

Trusted Software from a **Microsoft Partner**

**Office and Outlook Solution Developer for 20+ years**



Our Outlook addins are used by **thousands of users** in **organizations of all sizes** around the world.

Contact us at [sales@standss.com](mailto:sales@standss.com) to arrange a demo or onsite trial

