



SendGuard for Outlook

**Prevent sensitive emails
from being sent to the
wrong recipient**



Microsoft Partner
Silver Application Development

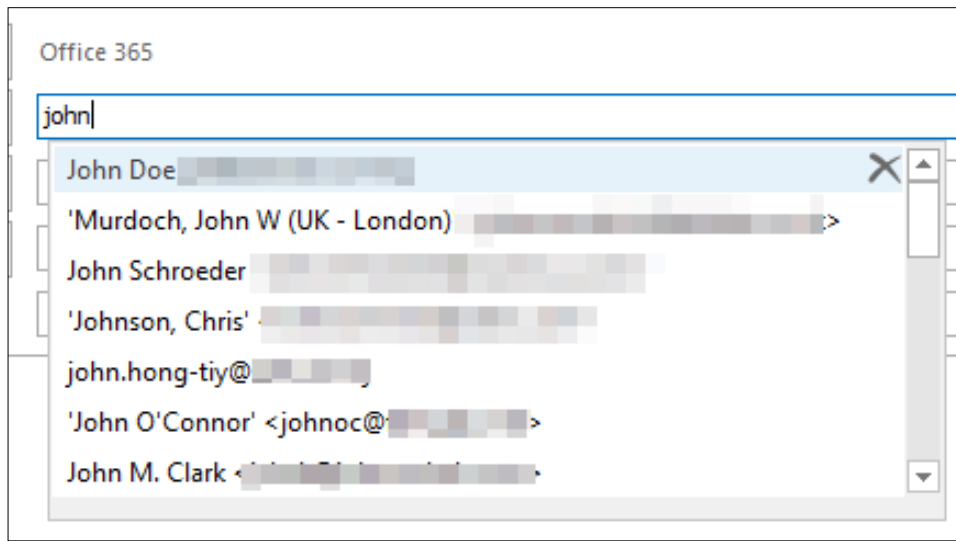
Why your Organization needs SendGuard?

WHAT	System (in Outlook) to prevent confidential emails and sensitive/private data being sent to the wrong recipients
WHY	<ul style="list-style-type: none">• 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

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

1



Outlook Auto-Complete (Selecting wrong recipients because names are similar)

2



Reply-All Storm
(Selecting too many recipients)

3



Selecting wrong attachments

4



Insider Risk
(Rogue User with Malicious Intent)

How SendGuard Protects Users when Sending Emails

Collection of Guards: Select and Enable only what your customer needs

SendConfirm

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

SendDLP

Detect/Warn/Block **Sensitive, Confidential** or **Inappropriate Information**

SendRules

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

ReplyGuard

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

Reports/Analytics

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

Branding: Security Awareness

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



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Confirm recipients and attachments *before* emails are sent out

Confirm Email Send - SendGuard

Do you wish to send this email to **ceo@standss.com** and 4 more recipients with 4 attachment(s)?

External Domains: 3 (**@standford.com**, @skillslawgroup.com, @financehub.com)

☒ Select All 5 Recipients [Settings](#)

<input checked="" type="checkbox"/>	ceo@standss.com	TO
<input checked="" type="checkbox"/>	ceo@standford.com	TO
<input checked="" type="checkbox"/>	cfo@standss.com	CC
<input checked="" type="checkbox"/>	gm@skillslawgroup.com	CC
<input checked="" type="checkbox"/>	auditor@financehub.com	BCC

☒ Select All 4 Attachments

<input checked="" type="checkbox"/>	End of Year Sales Revenue.csv (6KB)	View
<input checked="" type="checkbox"/>	[Confidential] Finance Report.csv (6KB)	View
<input checked="" type="checkbox"/>	[Confidential] Staff Salary Raises.csv (6KB)	View
<input checked="" type="checkbox"/>	End of Year Staff Review.pdf (862KB)	View

Encrypt Email? ☐ Yes ☐ No ☐ Send Now

[Your Corporate Email Policy](#)

Your Logo goes here

1. Review Recipients

2. Review Attachments

3. (Optional) Encrypt the email

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

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

Control when prompt is displayed: All emails, external emails only etc.

Data Loss Prevention:

Detect/Warn/Block Sensitive or Inappropriate Content

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)

Data Leakage Protection - SendGuard

Restricted/Sensitive content found in email

Type	Where	Qty	!	What
US Social Security Number (SSN)	Body	1	!	009-60-4123,
Visa Credit Card	Financials.xlsx	1	!	4111 1111 1111 1111
Profanity	Subject	1	!	Idiot

This email cannot be sent because it contains blocked content (marked with !)

Your Logo goes here

OK

[Your Corporate Email Policy](#)

Reply and Reply-All

Reduce Reply-All Accidents (& Spam) and Increase Productivity

Users are reminded exactly who will get the email as soon as they click Reply-All

Select/Unselect recipients without having to go back to the email

External Recipients are
COLOR-CODED!

Reply Productivity Tools

- Reply with Attachments
- Warning when Reply-All to BCC
- **NEW!** Prompt to use Teams/Chat/Call if more than x replies


Reply to All - SendGuard

Reply to ALL was clicked! Do you want to do a Reply to All to this e-mail?

<input checked="" type="checkbox"/>	Recipient
<input checked="" type="checkbox"/>	Stacy Robinson (robinson@goodmanfielder.com)
<input checked="" type="checkbox"/>	wilson@standss.com
<input checked="" type="checkbox"/>	dave@phamtec.com
<input checked="" type="checkbox"/>	allison@tradex.com

You can change the recipients for the e-mail using the list above.

[Turn off or Change Settings](#)

 Your Logo and Corporate Email Policy [Your Corporate Email Policy](#)

OK Cancel

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 .

The screenshot shows the 'My Rules - Add Rule' dialog box. It has two tabs: 'IF' and 'Then'. The 'IF' tab is active, showing conditions to be ANDed. The conditions are: 'If recipients contains one or more email addresses from: test@yahoo.com*example.com', 'If recipient contains ANY email addresses excluding: test@yahoo.com*example.com', 'If sending to more than 1 recipients', 'If sending to following distribution lists/contact groups: programmers@test.com*somelist*', and 'If sending to multiple domains excluding: IF Then'. The 'Then' tab is also visible, showing actions to be performed if conditions are met. The actions are: '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', and 'Action on No/Cancel: Do not send email'. There are three blue arrows with numbers 1, 2, and 3 pointing to specific parts of the dialog. Arrow 1 points to the 'Rule Name' field. Arrow 2 points to the 'Sender' section, specifically the 'If email address/domains' checkbox. Arrow 3 points to the 'Action on Yes/OK' section, specifically the 'BCC to' field.

Log User Clicks (on SendGuard Prompts) and Analyse/Report using PowerBI/Splunk etc

SendGuard can log users actions on the key prompts.

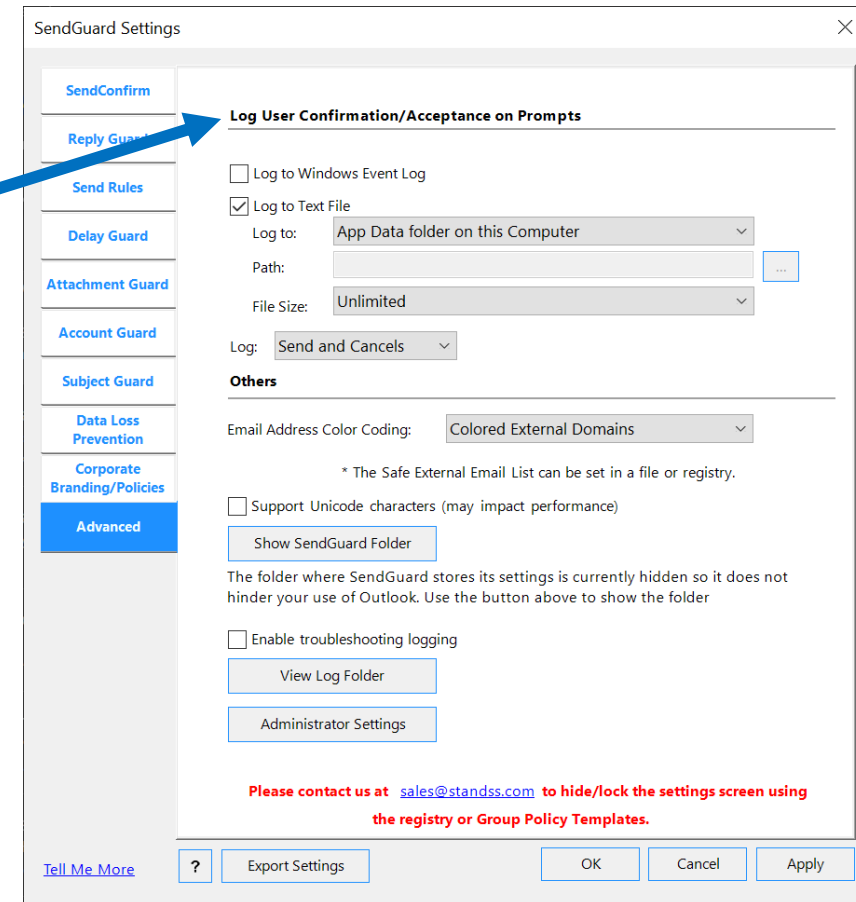
Use logs for:

- **Impact Assessment**
- **Investigations** for data breaches
- **Security Policy Improvements**

Logs are created in standard format for use with:

- PowerBI
- Splunk
- ...

Use our **PowerBI Reporting module** as a starting point for your own reports.



Admin Managed Settings, Deployment and Management



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



Customer Testimonial

SendGuard has played a crucial role in helping us **maintain the highest level of confidentiality** and **accuracy** in our email communications.

By providing robust protection against inadvertent email mishaps, SendGuard enables us to confidently share confidential information with clients and colleagues.

Customer Testimonial



One of our clients was having an issue with **sensitive information accidentally being sent out to the wrong recipients**. Unfortunately, it happened more than once.

We were able to deploy SendGuard via Microsoft 365 ensuring our clients piece of mind quickly and easily.

WHPARTNERS

Customer Testimonial

We definitely appreciate the usefulness of the product as in our hectic world it's very **easy to mistake a recipient or send a wrong attachment** which might cause an issue and embarrass the firm but with SendGuard this has been resolved.

Their customer support is very prompt and attentive.

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 to arrange a demo or onsite trial



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