SendGuard for Outlook

Deployment Guide for COM Addin

The COM Addin Version of SendGuard for Outlook for Outlook is recommended for all users of Outlook Desktop on Windows.

- The software (MSI file) can be installed/deployed using GPO, Intune, or any other deployment tool of your choice
- A customized MSI can be provided to deploy the software with preset settings
- Alternatively, an ADMX file can be provided to deploy settings via GPO
- SendGuard can be configured for checks and actions specific to your organizations security and compliance policies
- The SendGuard Addin and Settings can be locked down to prevent users from making changes or disabling/uninstalling.
- Systems administrator can manage and control setting via Standss SendGuard License Management System

The following sections provide an overview of some of the key concerns of IT Administrators. Detailed information is available in the **SendGuard Administrators Guide** which is available on request.

Deploying using a Customized MSI

A customized MSI can be created with the settings that you wish to deploy to users:

1. Install the Addin on a test computer.
2. Use the Settings Screen to configure the addin.
3. Use the Export button on the Setting to export the settings to a text file.
4. Send the exported settings file to your account manager (or sales@standss.com) at Standss.
5. We will email you links for both 32-Bit and 64-Bit installer files customized with your settings and license information.

Using an ADMX file and GPO for Deployment and Updating Settings

Please contact your account manager (or sales@standss.com) to request an ADMX file and Admin Guide for using GPO to deploy and maintain settings.

Manage Settings using Standss SendGuard License Management System

Administrators can use the license management system to centrally manage settings and users for the SendGuard addin. Settings will automatically be pushed out to users.

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Prevent Users from Uninstalling or Disabling the Addin

The addin can be deployed so that users are unable to uninstall or disable the addin. This is done using a combination of:

- Deploy the addin as an Administrator (this prevents user accounts from uninstalling)
- Use GPO (or a registry file) to create registry entries that will prevent using or Outlook from disabling the addin.
- Please contact your account manager (or sales@standss.com) at Standss for a copy of SendGuard Administrators Guide.

Locking or Hiding the Settings Screen from Users

SendGuard can be deployed with the Settings screen locked and/or hidden from users. This will prevent users from changing any of the settings.

1. Go to the Send Guard Settings screen and Press Alt+L to display the settings screen.
2. Tick the check boxes for the settings that you do not want users to be able to change.
3. Enter a password in the relevant boxes and click OK.

Configuring for Policies and Special Requirements

The DLP Module and SendRules are both extremely customizable to carry out checks and actions specific to the security policies of your organizations. Customizations can include:

- Lists and Regular Expressions to check the contents of emails and/or attachments
- Rules to check contents and properties of emails and/or attachments
- Custom Scripts for more advanced checks
- Code extensions for the most specific checks (and new actions)
- Integration with M365 and/or Encryption Software

Please contact your account manager (or sales@standss.com) at Standss to discuss your requirements.

Logging User Actions for Reporting

SendGuard can log when users use any of the main SendGuard prompts. Logging can be done only when the user clicks OK/Yes to send out an email (for compliance checks) or when users click Cancel (for impact assessment)

- The logs will be generated in JSON format which can be used by reporting tools such as PowerBI, Splunk etc.
- The logs will be saved to a folder on the users own computer, a shared network drive and/or the Windows event log.

The steps to configure SendGuard for saving log files are:

1. Go to the Send Guard Settings screen and select the **Advanced** tab.
2. Select the settings you want for your log files.
3. Click **Apply** or **OK**.

Branding: Displaying your Logo and Corporate Policy Links on prompts

Your organization can highlight the importance of checking emails by displaying your corporate logo and linking to your corporate policies from all the main SendGuard prompts.

1. Go to the Send Guard Settings screen and select the **Corporate Branding/Policies** tab.
2. Select the settings you want for your log files.
3. Click **Apply** or **OK**.

Technical support contact information

Detailed information is available in the **SendGuard Administrators Guide**.

Please contact your account manager (or sales@standss.com) at Standss for a copy of the above guide, to discuss your requirements or to be directed to the appropriate person in our technical support team.