



Microsoft 365 Outlook Add-in - Compliance & Information Security





# Stop Confidential Information from Getting Emailed to Unintended Recipients

SendGuard for Microsoft 365 is an Outlook app that detects and warns users with a popup for potential risks before emails are sent out. You can also scan through your email attachments for profanities, regex's and DLP content before sending them out.

### SendGuard for M365 Works with Outlook in Many Platforms

SendGuard for M365 is an Outlook app that works in the following environments:

- Outlook for 365 (Outlook Web Access OWA)
- Outlook for Office 365 (Desktop Windows)
- Outlook on Mac (Microsoft 365)

We also have a separate COM add-in that works on Outlook 2010, 2013, 2016 2019 (Desktop)

# **Key Benefits of SendGuard**

#### **Prevent Accidental Data Disclosure**

Users have to confirm recipients and attachments before emails are sent out. External recipients are color-coded in RED as an extra warning!

#### **Reduced Organisational Liability**

SendGuard protects your organization by proving that you have taken steps to reduce human errors. As additional proof SendGuard can also log user clicks to send emails.

#### **Increased Security Awareness**

SendGuard raises security awareness in the organization by linking directly to your organization's email security policies.

#### **Improve GDPR Compliance**

Prove that you have taken the necessary steps to protect personal data as required by Global Data Protection Regulation (GDPR).

# Log User Actions for Additional Protection and Audit Trail

SendGuard can also be configured to keep a log of any emails that users choose to send after a prompt is displayed.

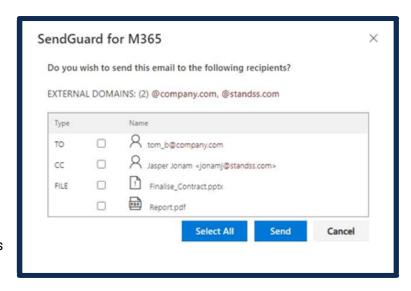
- Basic details of the user, the email and the reason for the prompt are recorded.
- All data will be saved back to your own Azure account for data security

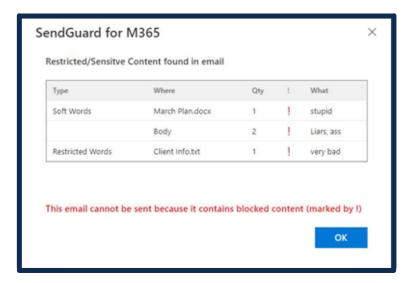
# Centralized Deployment, Configuration and Management

- Use the Office 365 Admin Panel to Deploy to your users
- · All settings are configured and controlled centrally
- Display branding and links to security policies on prompts

# Review and Confirm Recipients and Attachments

- Users must confirm both attachments and recipients before emails are sent
- Setup when you want the prompt to be displayed e.g. external emails only, all email etc.
- Configure if/when Select All button is displayed
- · Color Coding for external email addresses





# Create DLP Rules to Detect and Inform or Block Sensitive Content

- Scan subject, body and attachments and display prompt if sensitive or inappropriate content found
- Use Regular Expressions and Lists to define trigger content
- Level 1: User must tick a checkbox and click OK to send.
- Level 2: User must type the word Send and click OK before emails are sent
- Level 3: BLOCK the emails will not be sent unless the offending words are removed

# Please Contact Us at sales@standss.com

as this application requires configuration by your Administrator. Include your phone number (if possible) and our team will contact you to help you get started as quickly as possible.

Visit our website www.standss.com/sendguard/m365 for demo/trials and more information.





