SendGuard Partner Console Administrator Guide

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Purpose

This document serves as a guide to help Partners efficiently navigate and manage subscriptions within the Standss SendGuard Partner Console.

Logging into the Console

You can access the console from the following link: SendGuard Management Console.

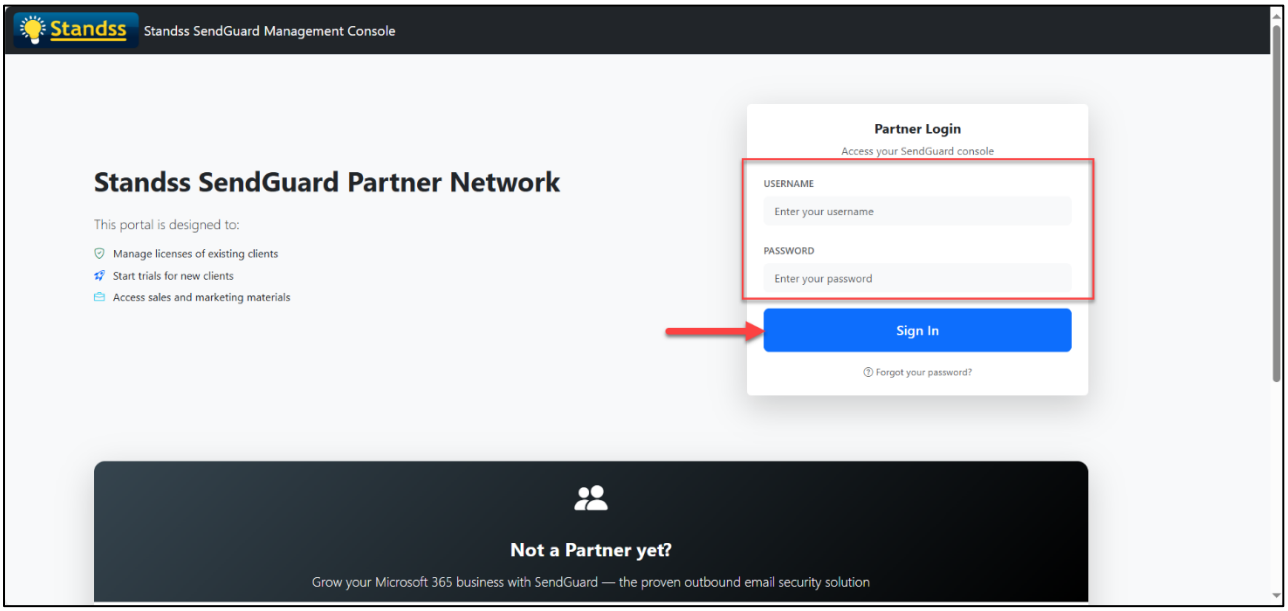
Credentials for Login

- Partners will receive external login credentials provided by their Account Manager or Onboarding Officer.
- If you have not received your login information, please contact your Standss Account Manager.

Steps to Log In

- Enter the credentials provided by your Standss Account Manager or Onboarding Officer in the designated login fields.

  (Refer to the section highlighted in the image below for assistance.)



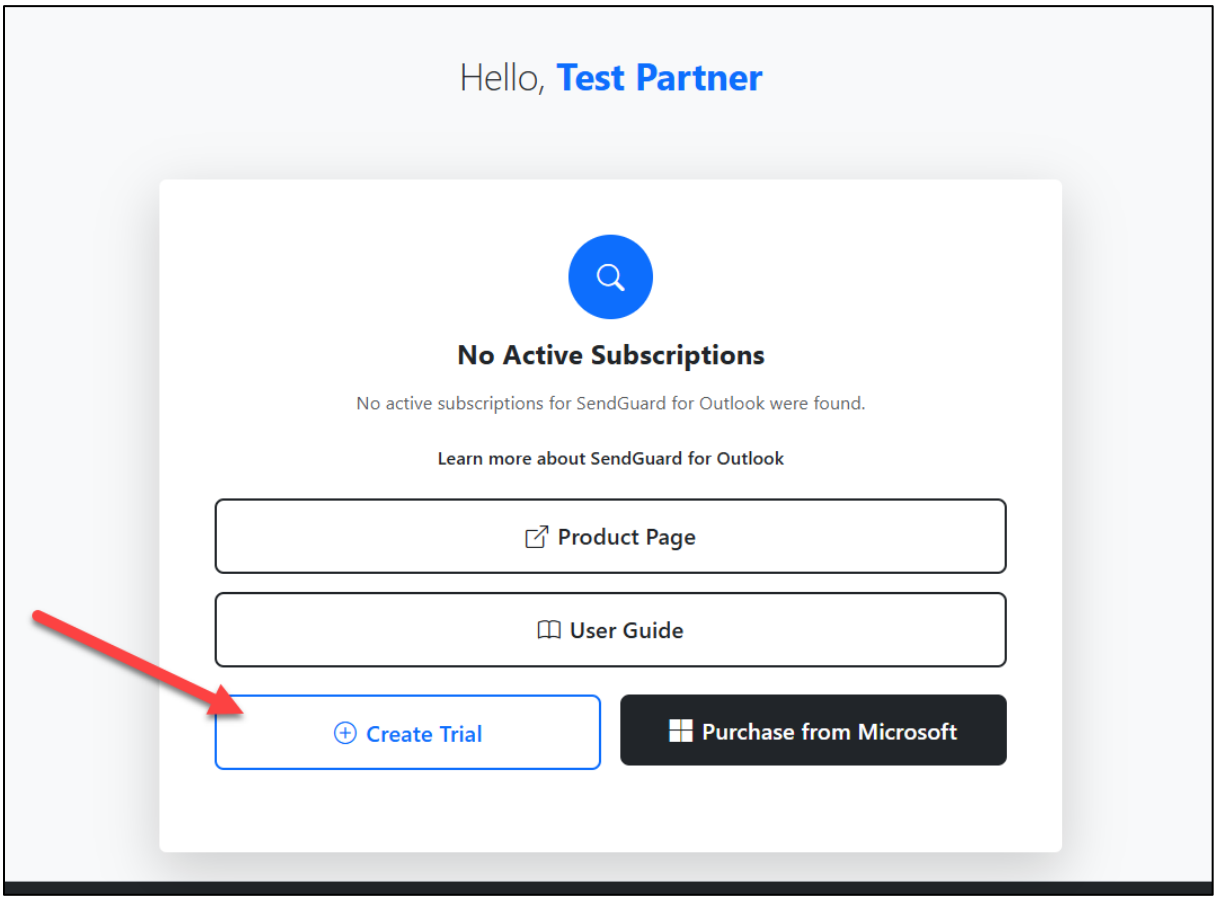
- Click the **Sign In** button to access the console.

Creating Customer Trial License

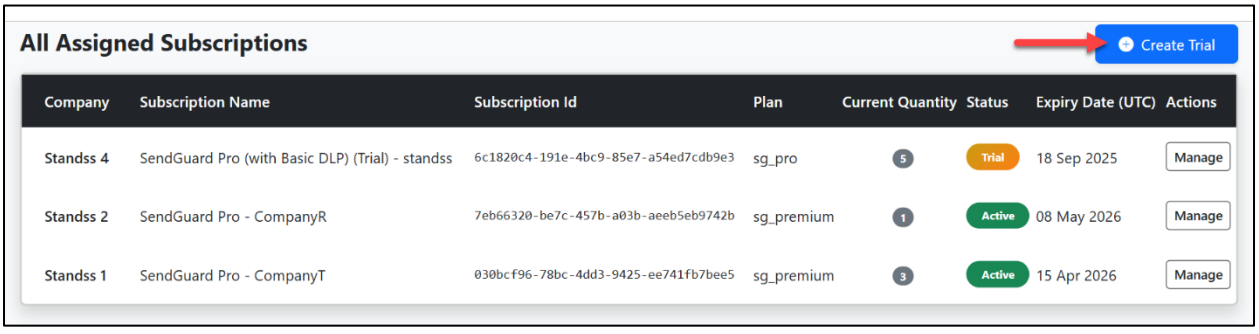
To set up a customer trial license, please follow these steps:

1. Click on **Create Trial**.

- **First time trial creation:**

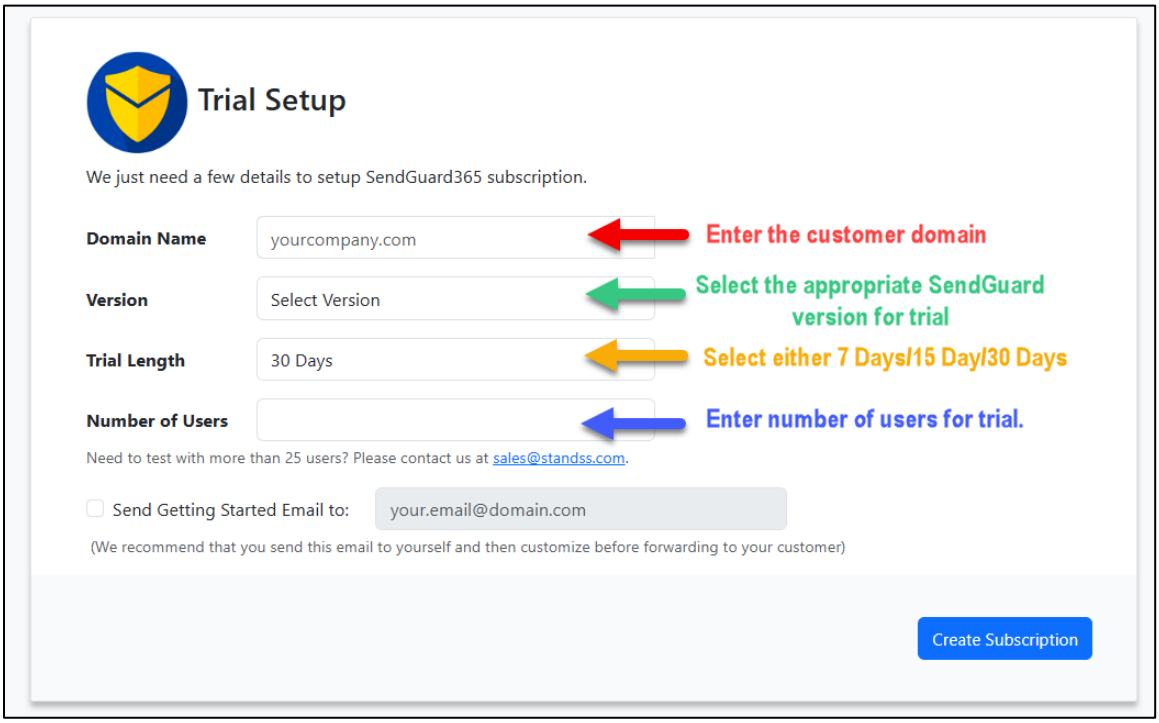


- **Existing trials:**



Note: If the **Create Trial** option is not visible, please contact your Account Manager or emails us at partners@standss.com.

2. Enter your customer's company information, as shown below:



3. We recommend entering your email address first, before forwarding it to the customer.

Note: The email will contain information to deploy SendGuard M365 to the users and to configure their settings.

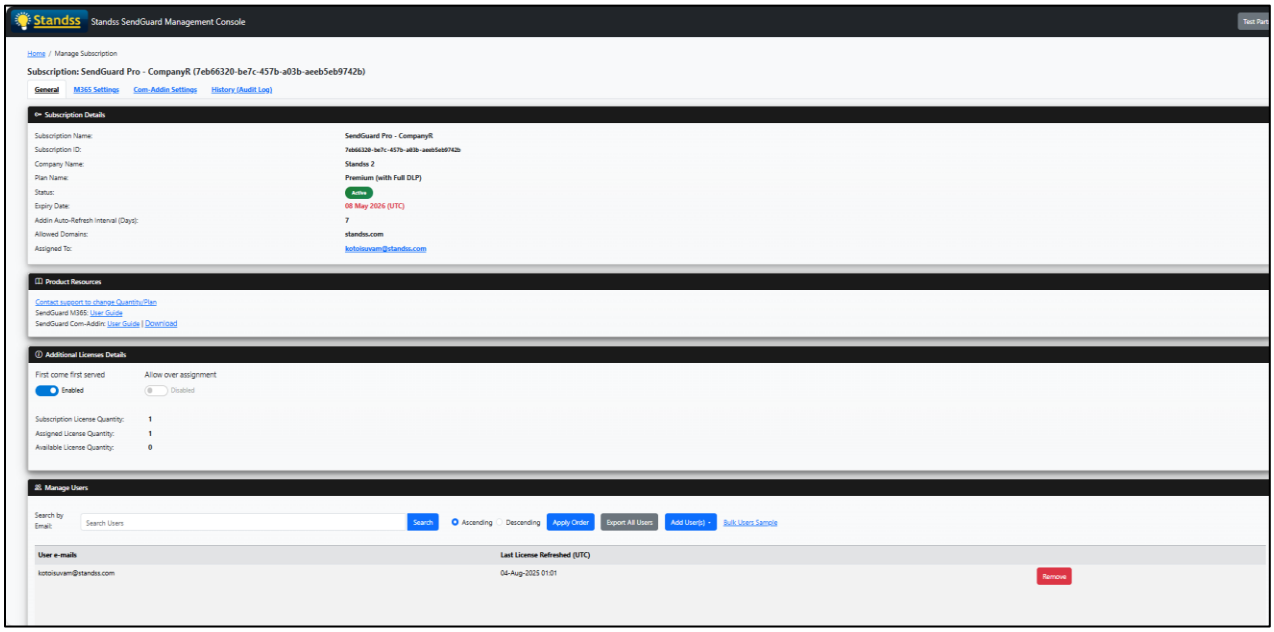
Managing Subscriptions

To manage a subscription in the SendGuard License Management Console, follow these steps:

1. Locate the subscription you want to manage and click the **Manage** link.



2. Upon clicking the Manage link, you will be redirected to the Manage Subscription page.



This page contains the following tabs:

1. **General Tab** - This tab provides an overview of the subscription and includes:
   - Subscription Details: Key information about the subscription.
   - Product Resources: Links to related resources.
   - Additional License Details: Information on allocated and available licenses.
   - Manage Users: Options to add or manage users under the subscription.

2. **M365 Settings Tab**: This tab provides the ability to control all your M365 add-in settings.

3. **Com Add-in Settings Tab**: This tab provides the ability to control all your desktop add-in settings.

4. **Change History (Audit Log) Tab:** This section displays logs of all changes made to the subscription, providing a detailed history of actions taken.

Install/Deploy SendGuard M365

SendGuard for Microsoft 365 can be installed or deployed centrally via the Microsoft 365 Admin Center. However, it may take several hours for the add-in to appear for all users—this delay is controlled by Microsoft.

Admin installation (Microsoft Admin Center):

1. Click here to Launch the add-in deployment wizard directly in your Microsoft 365 admin center (Integrated apps). If necessary, sign in to Microsoft with your organization's Microsoft 365 global admin account.
2. In the wizard, two apps will be listed and automatically selected. Click **Next**.
3. On the next page of the wizard, you'll see the **Assign Users** options:
    - Entire organization
    - Specific users/groups
    - Just me

    Select the appropriate option. If you're using **Specific users/groups**, you can search for users in the text field.
    Note: For testing purposes, do not select "Entire organization". We recommend deploying the add-in to a few users using the Specific users/groups option.
4. Click **Next**. The App permissions and capabilities page will appear. Make sure to accept the permissions for both apps.
5. After accepting permissions, click **Next** to proceed to the Review and Finish Deployment page.
6. Click **Finish deployment**.

Note: It may take up to 6 hours for the add-in to appear and function correctly in Outlook. In some cases, deployment may take up to 72 hours, depending on the size of your organization.

Additional Support

For additional support or information please contact your Account Manager or emails us at partners@standss.com.