SendGuard for Outlook

Deployment Guide for Outlook M365 App (New Outlook, OWA and Mac)

The Outlook M365 App Version of SendGuard for Outlook is recommended for all users on New Outlook, OWA, and Outlook for Mac.

The steps to configure and deploy SendGuard are:

- Standss will provide a questionnaire to help define your requirements
- Standss will work with you to create a settings file based on your response to the questionnaire.
- The settings file can be hosted on your own servers or Standss can host this for you.
- Standss will provide a manifest file that can be used for deployment.
- The manifest file can be used directly by users or deployed by your M365 Administrator (recommended)
- 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 M365 Administrators Guide** which is available on request.

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

Configuration Questionnaire: Defining Settings for SendGuard for M365

SendConfirm, 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:

- Show controls specific to your requirements on forms
- Lists and Regular Expressions to check the contents of emails and/or attachments
- Rules to check contents and properties of emails and/or attachments
- Code extensions for the most specific checks (and new actions)
- Display logos and corporate policy links on prompts

Standss will provide a questionnaire that will help define your requirements. Standss will then create a settings and manifest file based on your requirements.

The settings files will need to be hosted at a location accessible over HTTPS. You can host this on your own servers or Standss can host this for you.

Deploying using Office 365 Admin Center

You can use the Office 365 Admin Centre to deploy the addin to all or selected users in your organization.

You will need to obtain a manifest file for deployment from Standss. The manifest file will be preconfigured with your license information and the settings you wish to deploy to your users.

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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.

Prevent Users from Uninstalling or Disabling the Addin

Users will not be able to disable or uninstall the addin if the addin is deployed by the Administrator using the Office 365 Admin Center.

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 your organizations own Azure Storage tables (i.e. the data is not shared with Standss)
- Logging will be setup as part of your configuration process with Standss.

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.

This information will be collected and setup in your settings file during the configuration process.

Technical Support Contact Information

Detailed information is available in the **SendGuard M365 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.

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