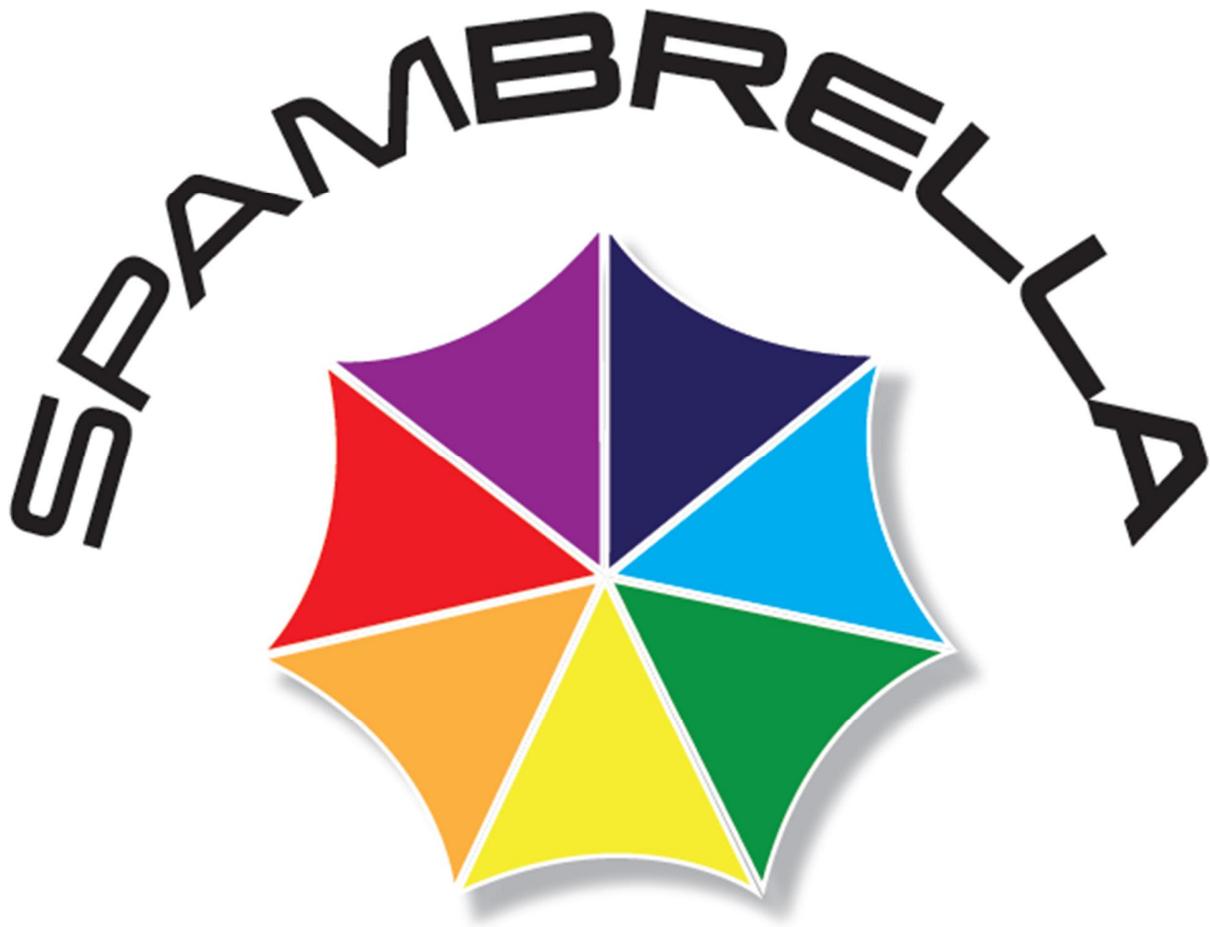


August 22, 2013

Spambrella® SaaS – Email Encryption

Enablement for Customers, Domains and Users Quick Start Guide



Spambrella and/or other noted Spambrella related products contained herein are registered trademarks or trademarks of Spambrella and/or its affiliates in the U.K, U.S. and/or other countries. Spambrella in connection with security is distinctive of Spambrella brand products. Any other non-Spambrella related products, registered and/or unregistered trademarks contained herein is only by reference and are the sole property of their respective owners.

© 2013 Spambrella, All rights reserved.

Email Encryption

Customers who are provisioned for SaaS Email Encryption can easily configure their Content Policies so that outbound messages meeting certain policy criteria are automatically encrypted. Spambrella offers several options for enabling seamless email encryption including:

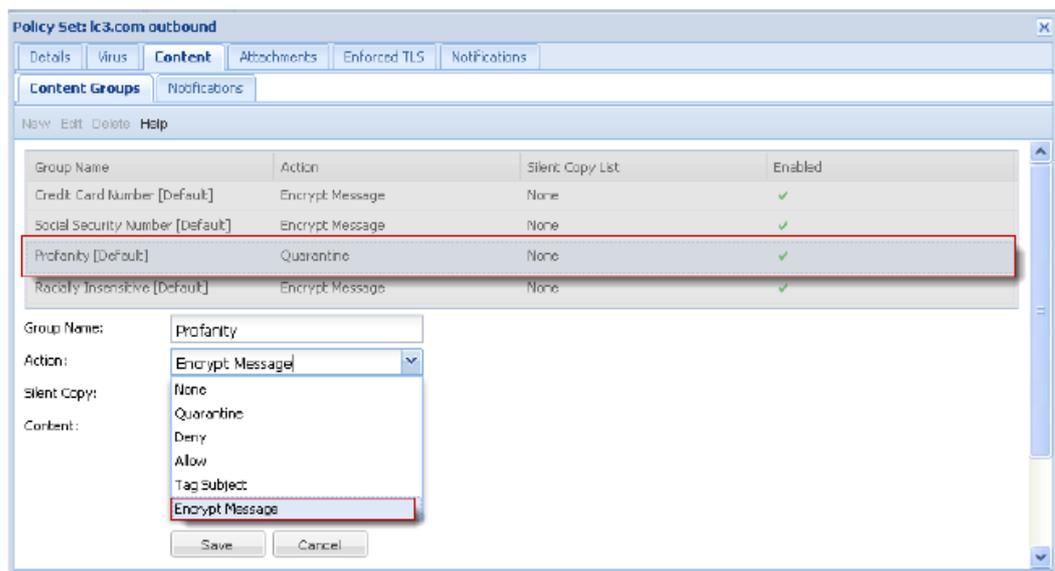
- Assigning a new action 'Encrypt Message' to any of the existing Content Groups.
- Creating a new Content Group and assigning the Encrypt action to the Group.
- Customers can also utilize an option, turned on by default, that will automatically encrypt any message with [encrypt] in the subject line or body copy.

Important: To provide even greater security for your users, Spambrella recommends that you enable Transport Layer Security (TLS) on your Outbound MTA.

Email Encryption for Content Groups

Group Names

As a subscriber to Spambrella's system you are able to send regular email based on your selected policies but, you may also encrypt messages for a specific Group Name under Content Groups if desired. Select the group name you wish to encrypt, from the Action drop-down list select to have that Group encrypted.

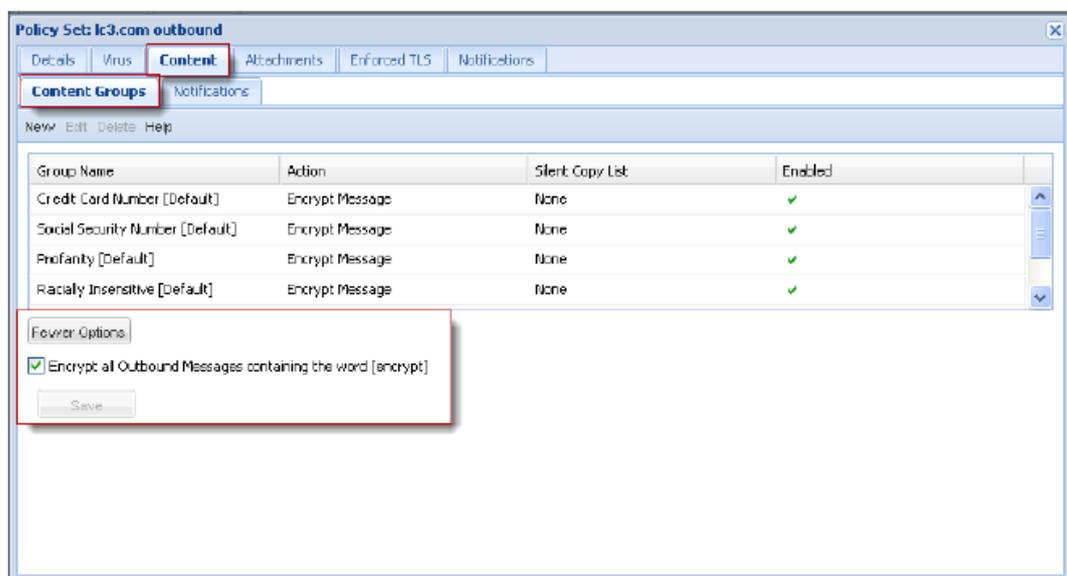


More Options ...

If a Customer or Domain subscribes to Email Encryption, then selecting this option can be used to enforce Email Encryption if the outbound message contains the string '[encrypt]'. This string, [encrypt] can reside in the message Subject line or the body of the outbound message.

This option can be found under Email Protection > Policies > Outbound (default) > Content >Content Groups.

IMPORTANT: If your organization previously enabled any of the five former content keyword groups, it is necessary to reset the Action (Quarantine, Deny, Allow, Tag Subject, Encrypt Message, and Silent Copy settings for the corresponding new content keyword group and select the Enable checkbox in order to resume filtering on the desired set of keywords



Note: This option is only available on the Outbound Policy Content Group page. The combination for maximum encrypted message size includes the message header, body and attachment cannot exceed 30 MB for encrypted messages.

[Traffic Encryption Report](#)

The Traffic: Encryption Report window displays information about all Outbound Email Traffic, percentages and bandwidth for the designated Domain(s) during the selected date or date range sent out to be encrypted.

The Reporting Period for all report data is viewable on a day, week, or month basis for the current month, or the previous month.

Note: Additional information can be found under Help.

Email Encryption Recipient

Recipients who have not registered for Email Encryption and who receive an email that has an encrypted message will receive a notification to activate their account. This is a one-time activation process in which they will have access to their encrypted messages via the Pick-up Portal.

Pick-Up Portal Activation

The following notification displays if the recipient receives an encrypted email message but has not activated their account.

Welcome Message for a non Spambrella user

A non Spambrella user will receive the following notification for an email containing an encrypted message.



1. A user should click Read Message to go to their login page.
2. The user will also receive the following message the first time they receive an encrypted message.

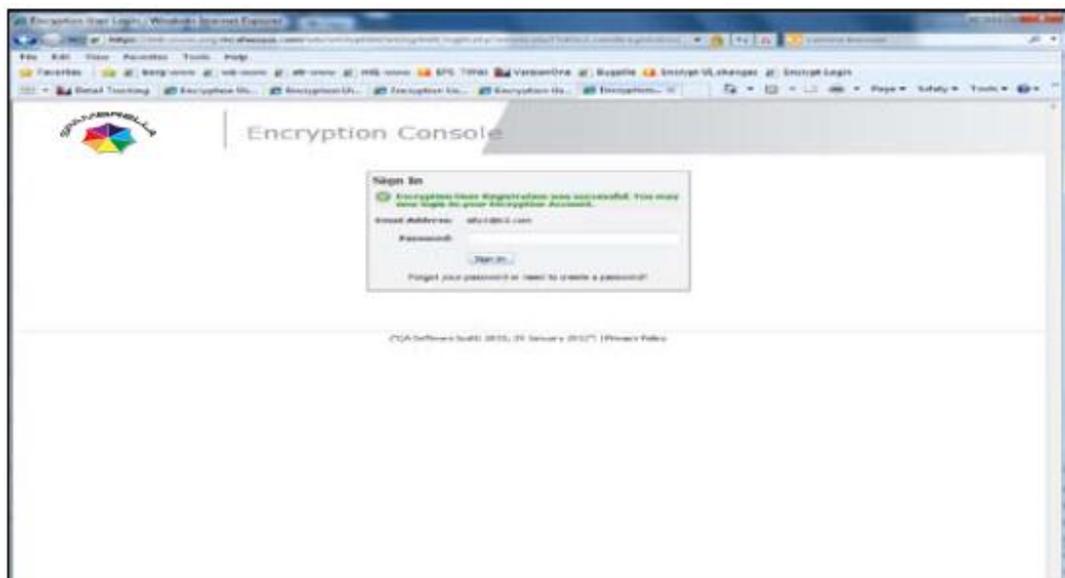
The non Spambrella user must complete the registration information in order to access their Encryption Inbox. Once the user has registered, they must click the Register button to login to the Encryption Console.

[Encryption Console Sign In screen for a non Spambrella user](#)

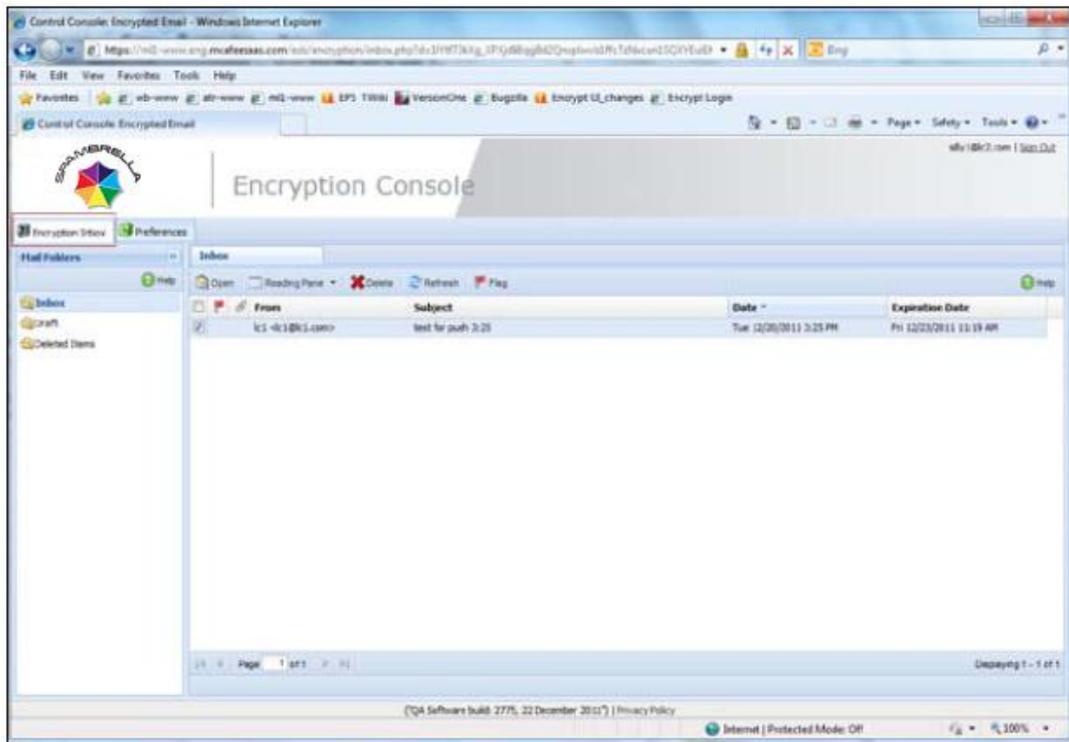
The non Spambrella user may now use their registered password to login to the Encryption Console.

[The non Spambrella user must click Sign In.](#)

The Encryption Console Inbox for a non Spambrella user



1. The non Spambrella user must click Sign In. The Encryption Console Inbox for a non Spambrella user displays.



2. After the user has registered for Encryption, they may now view, manage and coordinate their encrypted mail.

Note: The recipient of an encrypted email has access to online help to guide them through this process. They can manage their encrypted email using one of the following items:

- Inbox
- Draft
- Delete
- Sent

The Encryption Inbox automatically populates as the recipient receives encrypted mail. They may manage this mail using the folder and tools provided.

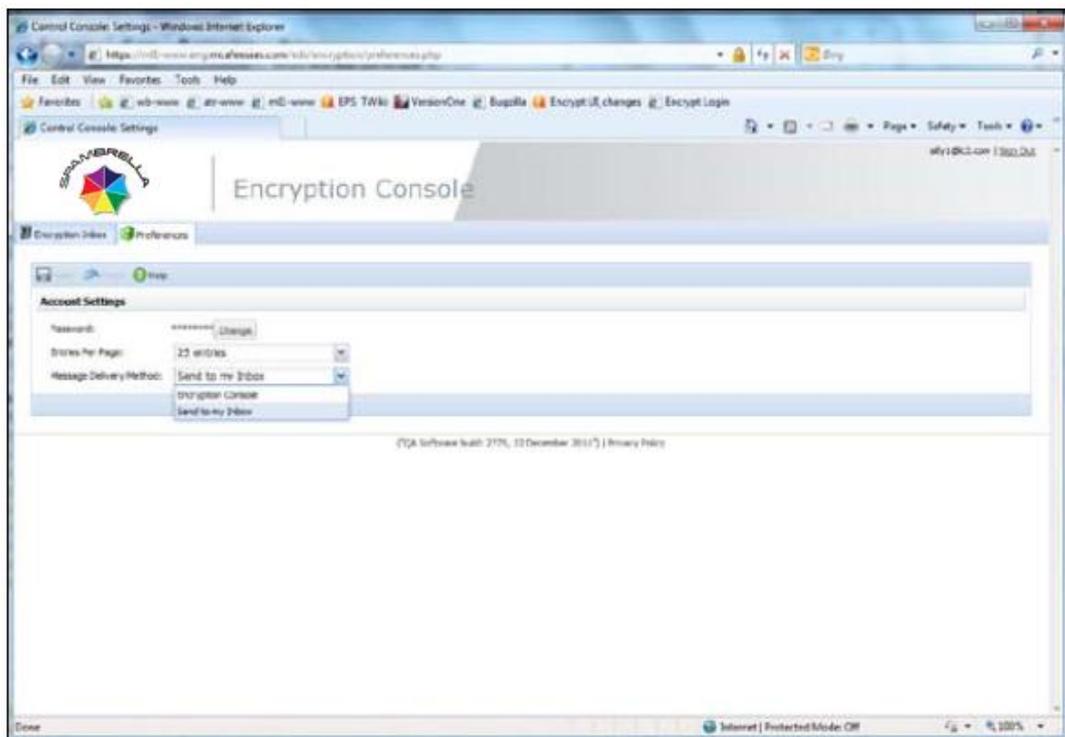
1. The user may highlight the email they wish to view and either double-clicks on that email or click the Open icon. This will open a separate email window pane for that email with its own tab header.
2. They may Reply to an email, Delete an email, or Flag it to highlight its importance. They may also Flag tasks and contacts.

To apply an action to an email, complete the following:

- a. A user may highlight the email they want to Flag, Reply, or Delete.
 - b. A user may click the appropriate icon for the action required in the toolbar.
3. To navigate between the encryption inbox panes, a user may simply highlight the email they wish to view, and click the Reading Pane icon. This will open a separate window for the email with the designated icons to apply for that email.

Setup Preferences for a non-user

As a new user to the Encryption Console, a user can set up their personalized preferences and delivery methods.



The Encryption Preferences window allows a user to set their

- Password
- Entries per page
- Encryption Message Delivery Method.

All other queries should be directed to your direct account manager who will respond within four hours. If your request is effecting service usage please contact support@spambrella.com