# Egress Threat Protection quick start guide

Egress Threat Protection integrates with Microsoft Outlook to help you avoid sending emails to the wrong people. By analysing email behaviour over time, it can provide suggestions and recommendations about correct recipients, preventing potential data breaches and fixing mistakes before the message is sent.

Stage One: Create an email and add recipients

With Egress Threat Protection, the recipients you add to an email draft will be analysed to make sure they are correct. It is available to subscribers via the Egress Desktop Client, which can be downloaded from www.egress.com/downloads/desktop.

1. In Outlook, write your email and add recipients as normal.

2. If Threat Protection detects potentially incorrect recipients, the toolbar will display a warning. If no potential errors are found, the toolbar will include recipients you may have forgotten to add.
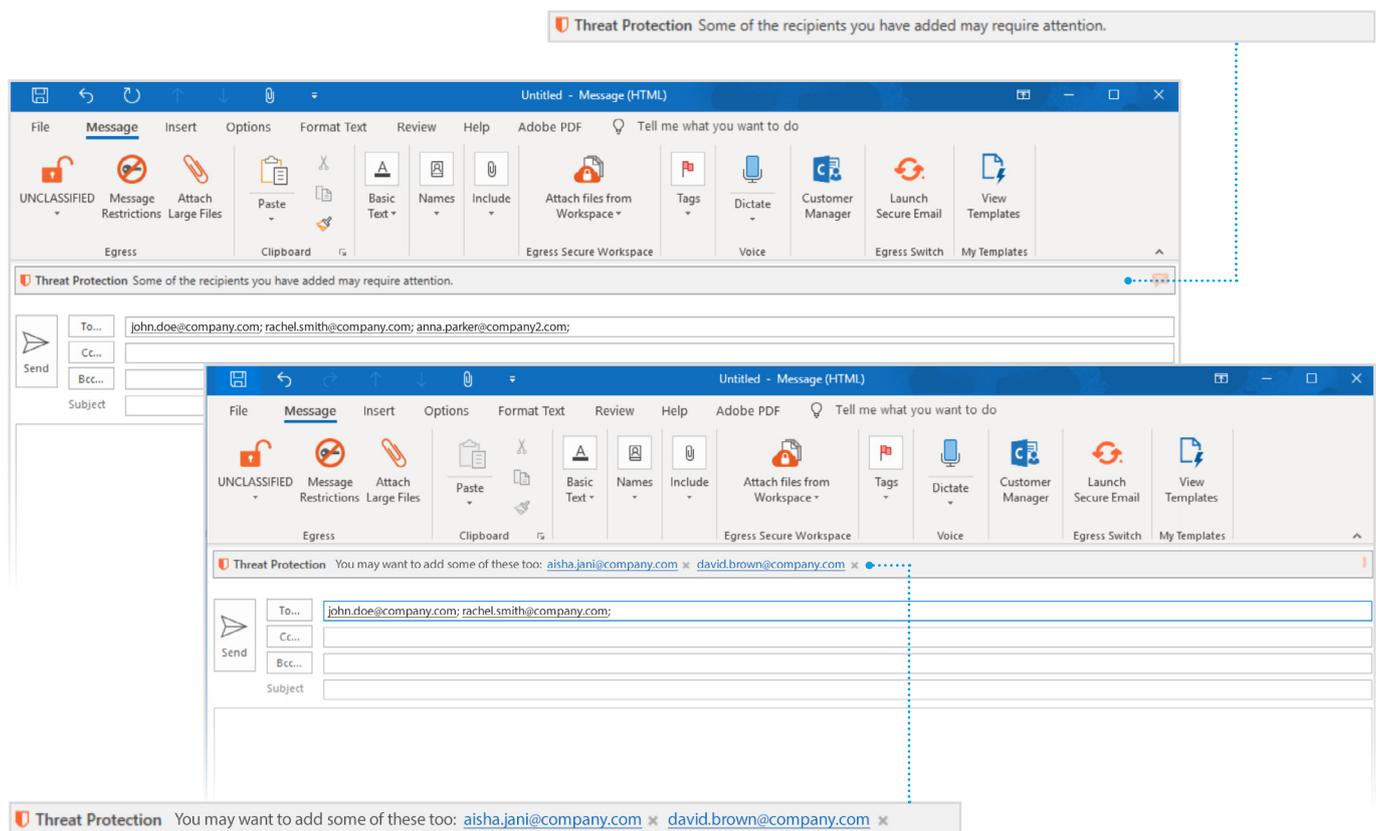
3. To add suggested recipients to the message, select their email address from the toolbar.

Stage Two: Review potential mistakes

1. If the toolbar displays a warning, select to review the current recipients. The side panel will appear and provide more detail about potential mistakes, plus give advice on any recommended recipients.

2. Make changes to the recipients based on the warnings. There are different kinds of advice provided, with different actions available (see below).

3. Press **Send** to send the message after making any required changes to the recipients. You may be asked to confirm the sending of the message if it is still addressed to any unexpected recipients.
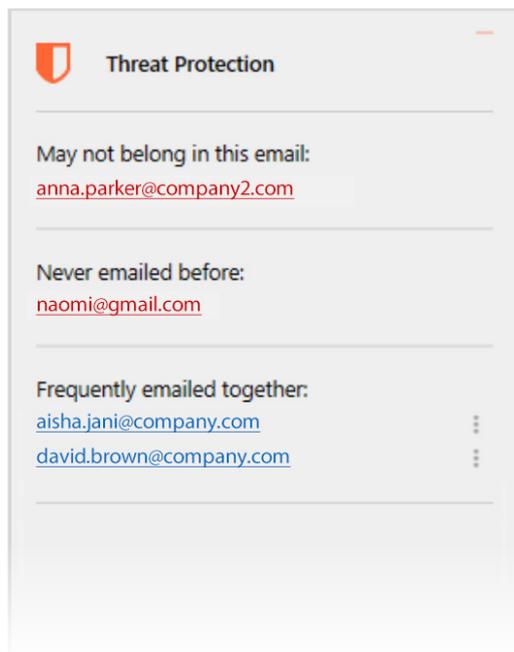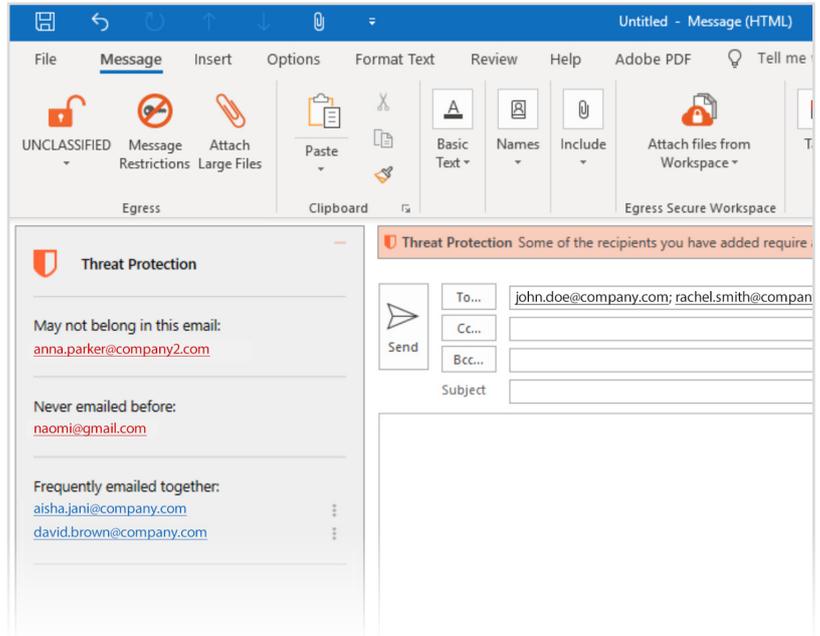
Wrong recipient

- If the highlighted recipient does not belong in the email, select their name in the sidebar to remove them from the current recipient list.

New recipient

- Threat Protection warns if a recipient has never been emailed before. Select the recipient to remove them from the recipient list if they shouldn't be included.

Spelling mistakes

- Select the correctly spelt recipient from the sidebar to replace the existing incorrectly spelt recipient.

Forgotten recipients

- Select the recipient name to add them to the message.