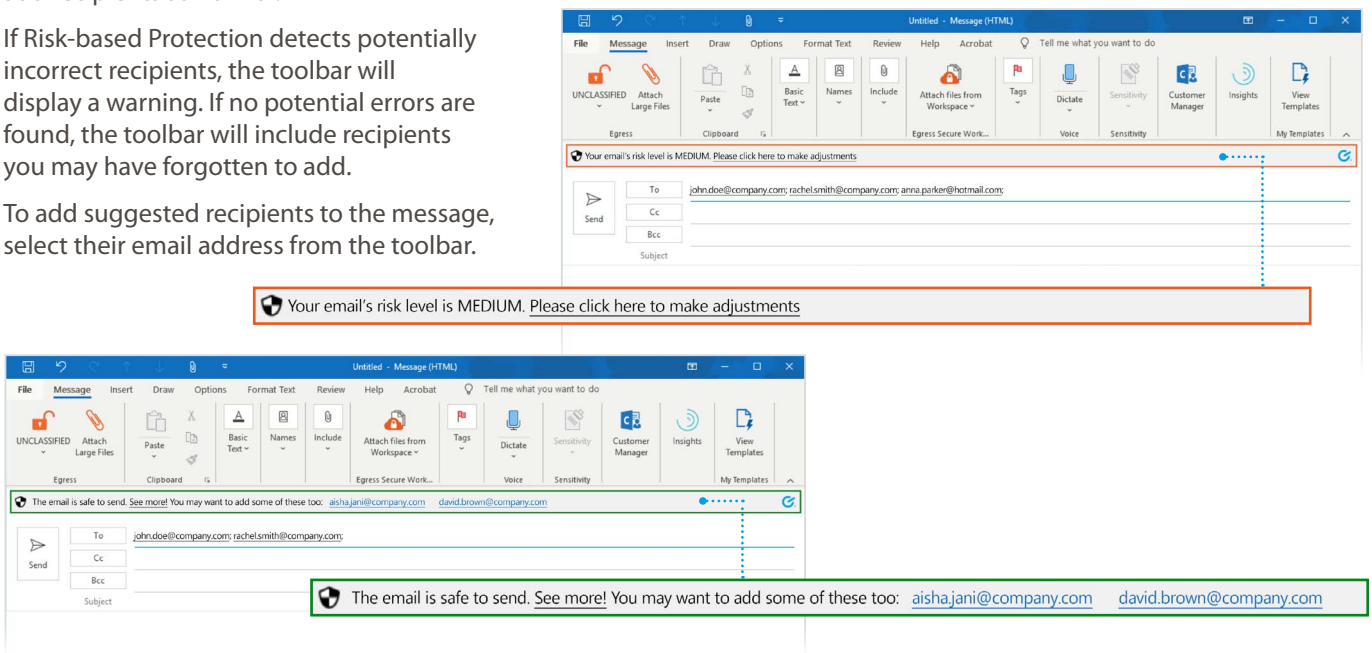
Egress **Risk-based Protection**: a quick start guide

Egress Risk-based Protection integrates with Microsoft Outlook and uses machine learning and pattern matching technologies to solidify end-to-end security and prevent not only sending emails to the wrong people, but also sending the wrong content to recipients. By combining analysis of email behaviour over time with granular scrutiny of message and attachment content, the solution prevents costly data breaches by fixing mistakes before the message is sent.

Stage One: Create an email and add recipients

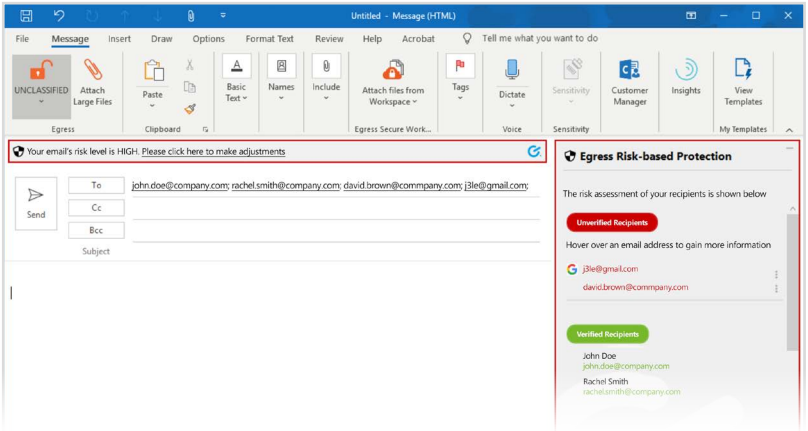
Egress Risk-based Protection analyses the recipients you add to an email draft to ensure that there are no errors. It is available to subscribers via the Egress Desktop Client, which can be downloaded from www.egress.com/downloads/desktop.

1. In Outlook, write your email and add recipients as normal.
2. If Risk-based 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 details of potential mistakes, and advise on any recommended recipients.
2. Make changes to the recipients based on the warnings. Different advisory notes suggest different actions (see overleaf).
3. Press Send after making any required changes to the recipients. You may be asked to confirm the sending of the message if any unexpected recipients remain in the message.



Stage Two: Review potential mistakes cont

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

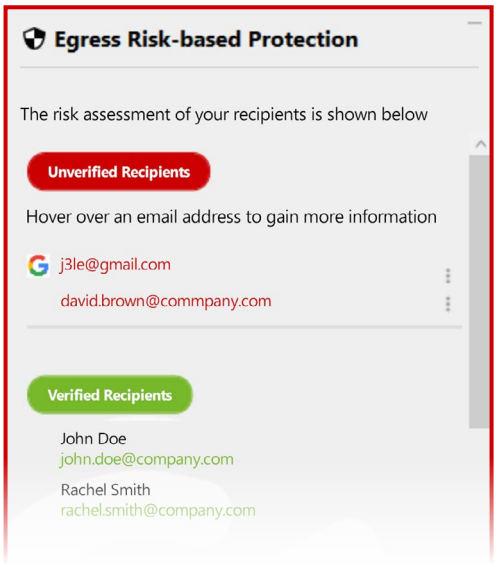
- Risk-based Protection warns if a recipient has never been emailed before. Select the recipient to remove them from the recipient list if they shouldn't be included.

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.



Stage Three: Review message content

By analysing the subject line and message body, and going beyond file name and type to scrutinise the contents within an attachment, Risk-based Protection removes the risk of users sending incorrect content to their recipients, in turn avoiding critical data breaches and subsequent fines.

1. In Outlook, write your email and add recipients as well as attachments as normal.
2. On clicking "Send", if Risk-based Protection detects potentially incorrect content for the intended recipient(s), the toolbar will display a warning.
3. You can either click "Send anyway" or choose to "Cancel", at which point you can edit the content within the email and re-send.

Email

- Risk-based Protection determines whether an email address found within an email attachment 'matches' the recipient's email address.

Content and behaviour

- If there is any discrepancy between the content of an email (including any attachment) and the given recipient based on past behaviours, a warning message appears.

Domain

- The solution analyses whether specific content has ever been sent to a given email domain, flagging any anomalies before the mail is sent.

Category to recipient

- Risk-based Protection analyses wider categories of content (e.g. bank account numbers) against the intended recipient to determine any potential data breach.

Category to domain

- If there is any mismatch between a wider category of content (e.g. bank account numbers) and an email domain, the tool notifies the user on clicking "Send".

Learn more about the Egress platform

Visit www.egress.com/online-tutorials for video tutorials on using Egress, including how to:

- Send secure messages
- Manage your messages and control access to them in real time
- Share files and folders securely
- Approve or deny access requests to secure content

Technical support

Should you encounter any problems using Egress Risk-based Protection or have any technical questions, please contact Egress Support at www.egress.com/support.