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# Egress Outlook Add-in for OWA

User Guide

1.0



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# 1 Introduction

The Egress Outlook Add-in for Microsoft Outlook for OWA allows you to use the features of the Egress client from your chosen email application. Your organization has enabled this add-in to ensure the safe and correcting sending of information.

## 1.1 Outlook Add-in constraints

The Egress Outlook Add-in differs slightly from the Egress Office COM Add-in; some areas of functionality are not available via the new add-in.

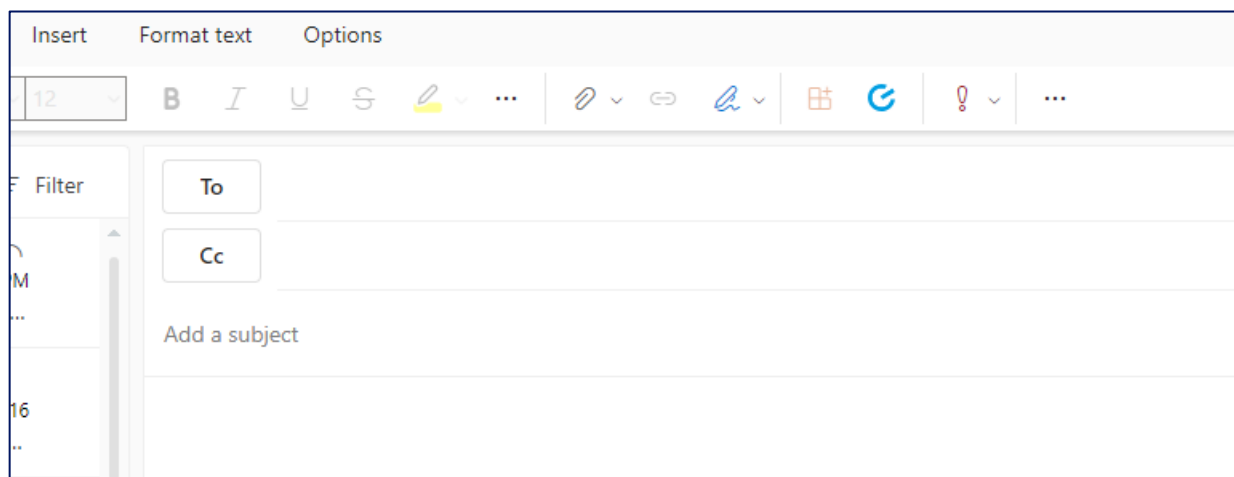
The unavailable features are as follows:

- **Large File Transfer (LFT)** – it is not possible to use the Egress LFT feature when using the Outlook Add-in.
- **Email decryption** – Encrypted emails you receive will not be decrypted within your inbox when using the Outlook Add-in. Instead, you will need to access the email via Egress Web Access. For more information, please visit our [support article](#).

## 2 Signing in and out

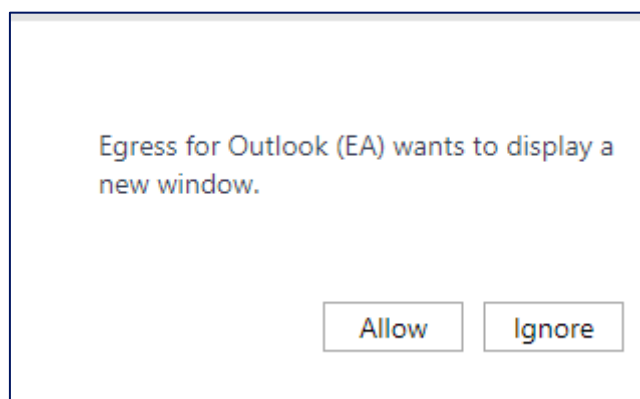
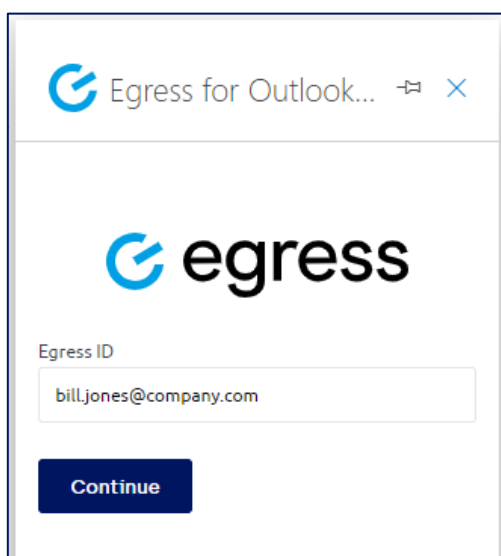
### 2.1 Sign in

When composing an email, click the Egress button in the top ribbon to view Egress via the task pane.

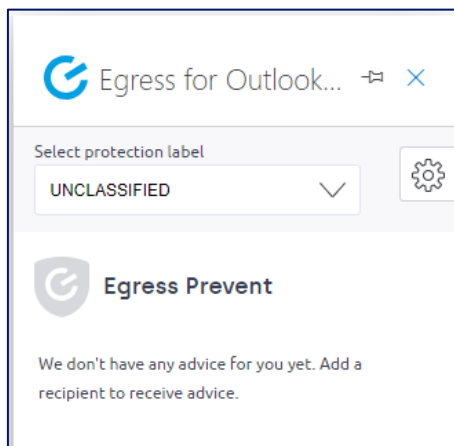


To sign in:

- Enter your Egress ID address and select **Continue**
- Enter your password and click “**allow**” on the pop-up.

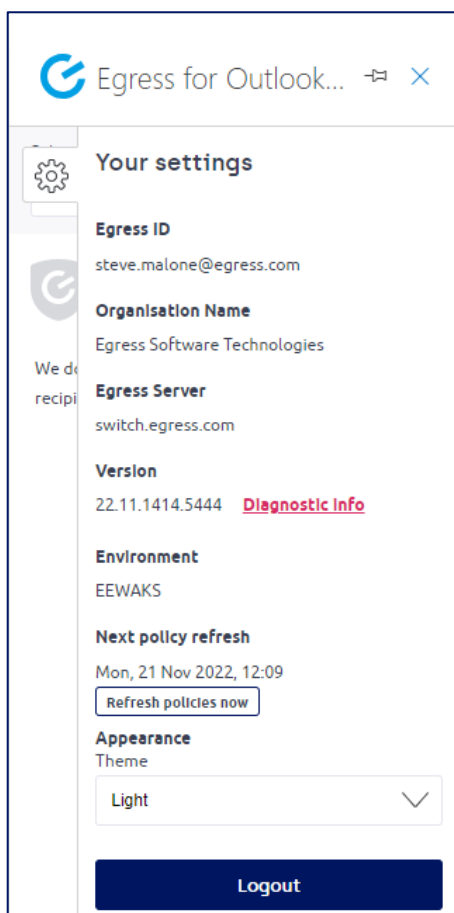


- Once logged in the side panel will display live advice from Egress Prevent



## 2.2 Sign out

- To sign out, click the settings icon  and then click on the **Logout** button



- Once logged out, the Task Pane will be populated with the initial log in screen



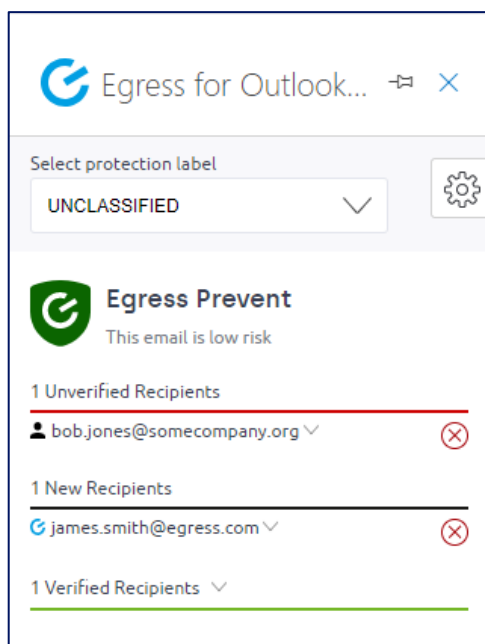
The screenshot shows a browser window titled "Egress for Outlook...". The page features the Egress logo and the text "egress". Below this, there is a label "Egress ID" and a text input field containing the placeholder text "user@domain.com". At the bottom of the form is a dark blue button labeled "Continue".

## 3 Using Egress

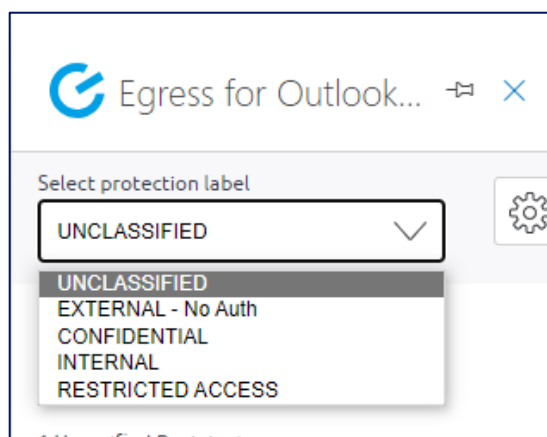
### 3.1 Recipient advice

Egress Prevent will provide live advice in the right-hand side panel as you compose an email.

- As you add recipients, you will be provided with advice accordingly. Recipients will be categorised according to the level of risk they present, you can click on the 'X' buttons to remove recipients classed as higher risks



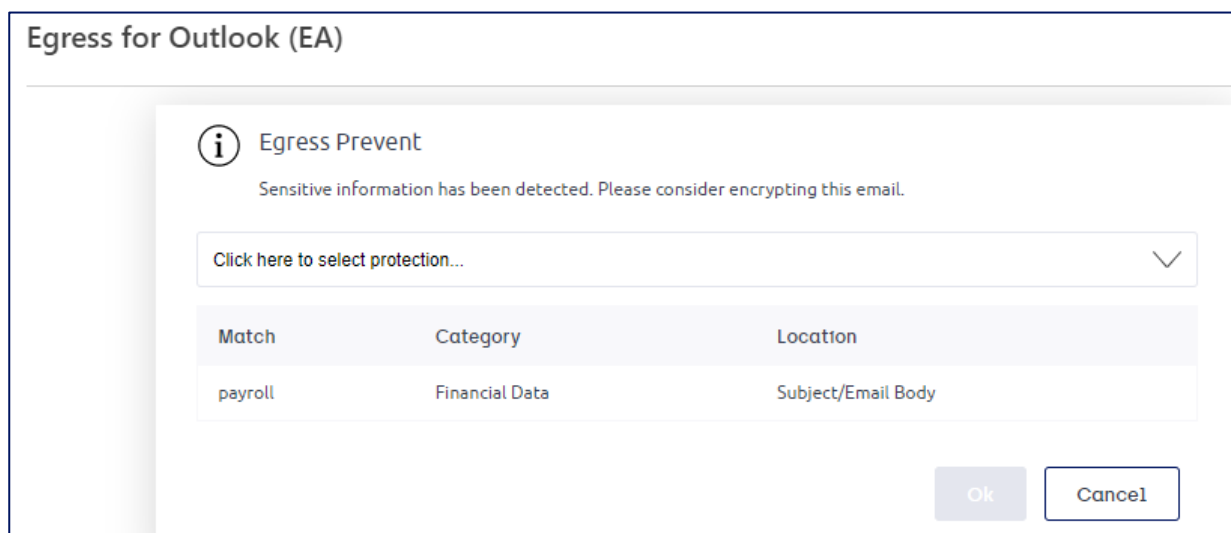
- Use the drop-down option to select the appropriate protection security level for your email



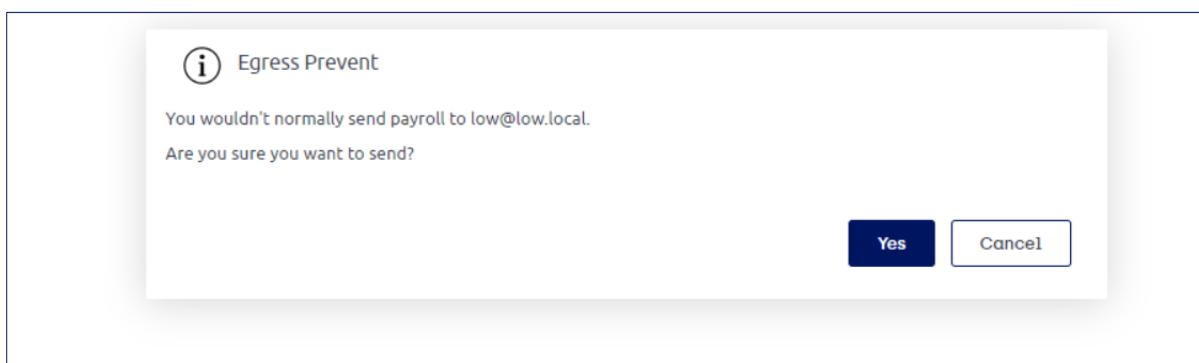
## 3.2 DLP information prompts

If you attempt to send an email that contains sensitive information without selecting an appropriate level of encryption, a pop-up prompt will be displayed upon hitting Send.

- Choose your level of encryption from the drop-down menu and click **Ok**



- Click **Yes** to confirm sending the email

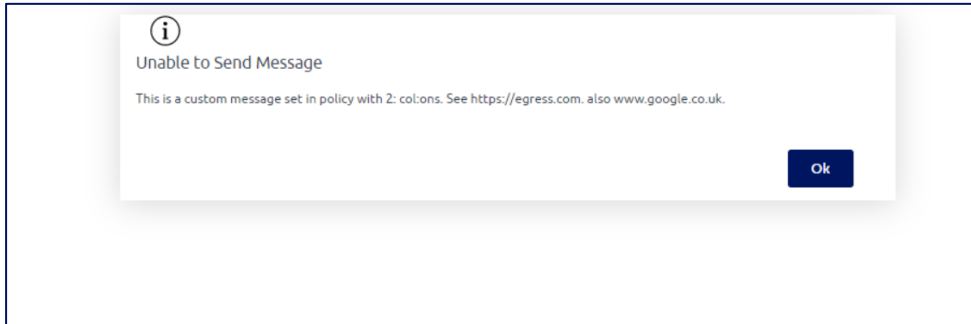


Sensitive information that can trigger a DLP prompt include:

- Financial information
- IP Addresses
- Legal Data
- HR Data
- Information found within email attachments



If you do not make the necessary changes to an email to make it safe to send you will receive a prompt upon pressing Send to inform you that email cannot be sent. In this scenario you will need to go back to make the changes before sending.



## About Egress

Our mission is to eliminate the most complex cybersecurity challenge every organization faces: insider risk. We understand that people get hacked, make mistakes, and break the rules. To prevent these human-activated breaches, we have built the only Human Layer Security platform that defends against inbound and outbound threats. Using patented contextual machine learning we detect and prevent abnormal human behavior such as misdirected emails, data exfiltration and targeted spear-phishing attacks. Used by the world's biggest brands, Egress is private equity backed and has offices in London, New York and Boston.



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