
Egress Outlook Add-in for Mac

User Guide

1.0



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1 Introduction

The Egress Outlook Add-in for Microsoft Outlook for Mac 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.

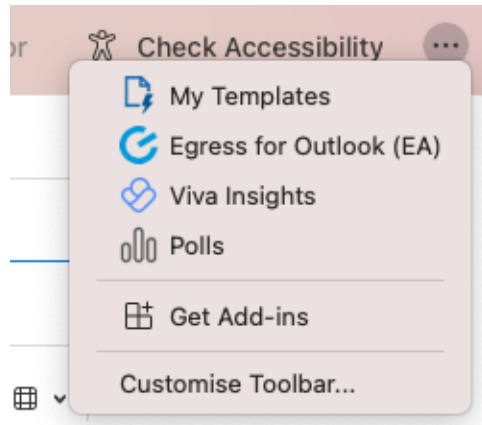
The unavailable features are as follows:

- **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](#).

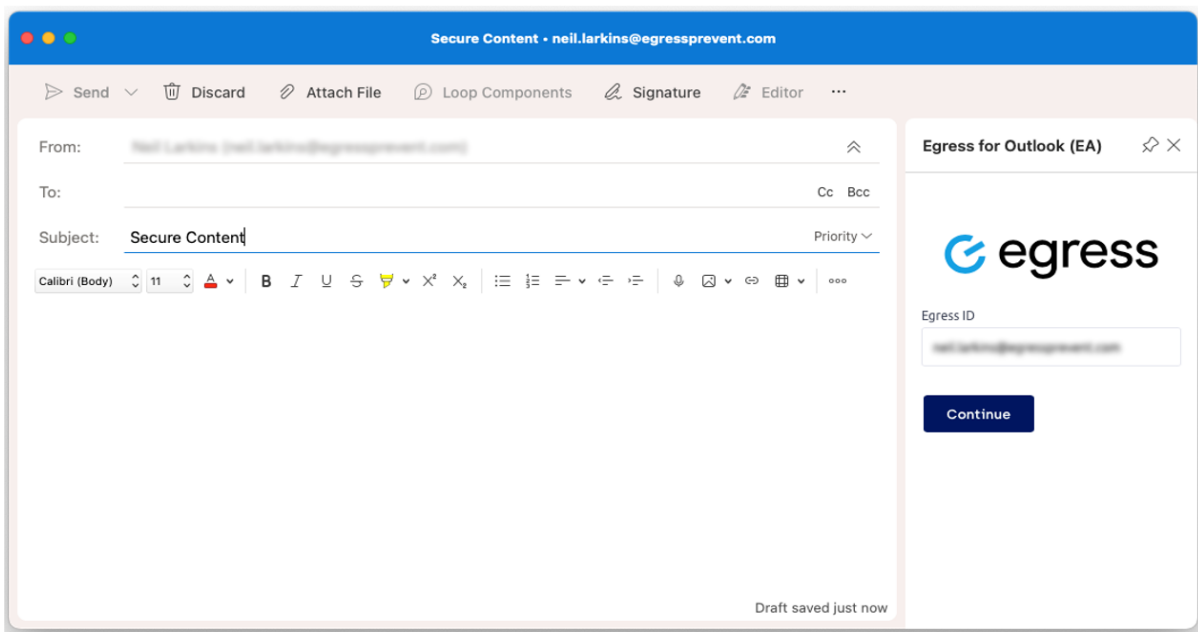
2 Signing in and out

2.1 Sign in

When composing an email, click the three dots in the top right of the Outlook menu bar. Click “Egress for Outlook” in the menu to view Egress via the task pane.



The task pane is displayed on the right-hand side of the New Email window. By default, the email ID of the inbox you are currently using will be used as your Egress ID.



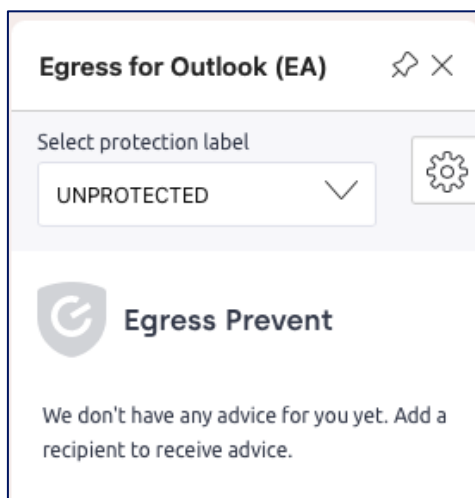
To sign in:

- Enter your Egress ID address and select **Continue**
- Enter your password



The screenshot shows a browser window titled "Egress for Outlook (EA)". The page features the Egress logo at the top. Below the logo, there are two input fields: "Egress ID" containing the text "Giles.Smith@abcobiz.com" and "Password" which is masked with dots. A blue "Login" button is positioned at the bottom of the form.

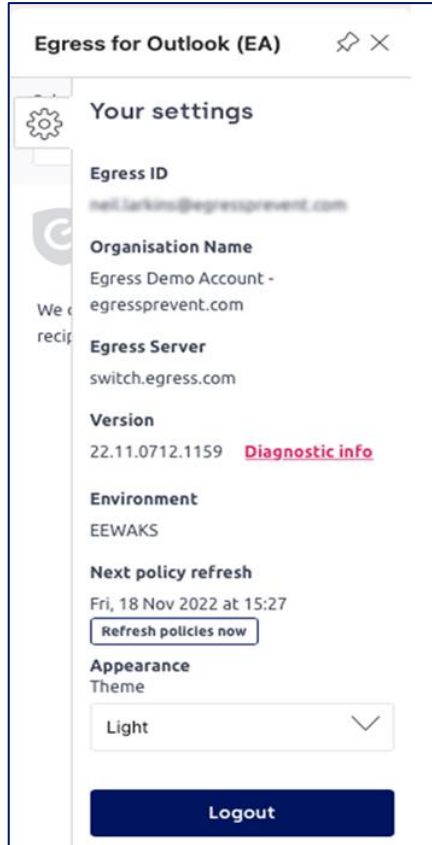
- Once logged in the side panel will display live advice from Egress Prevent



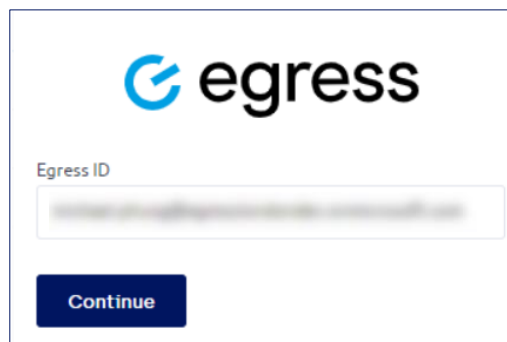
The screenshot shows a side panel titled "Egress for Outlook (EA)". At the top, there is a "Select protection label" dropdown menu with "UNPROTECTED" selected. To the right of the dropdown is a gear icon. Below this, the "Egress Prevent" logo is displayed. Underneath the logo, the text reads: "We don't have any advice for you yet. Add a recipient to receive advice."

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

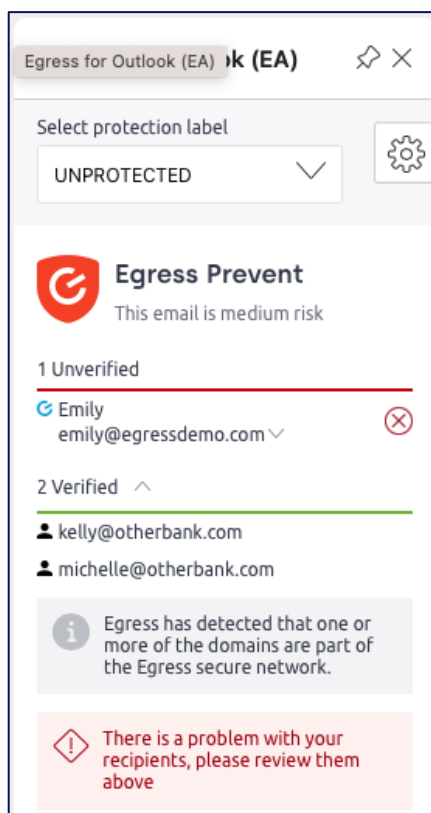


3 Using Egress

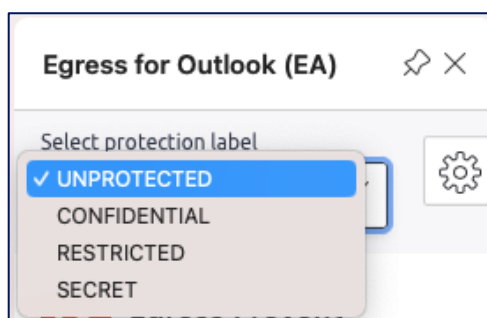
3.1 Recipient advice

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.



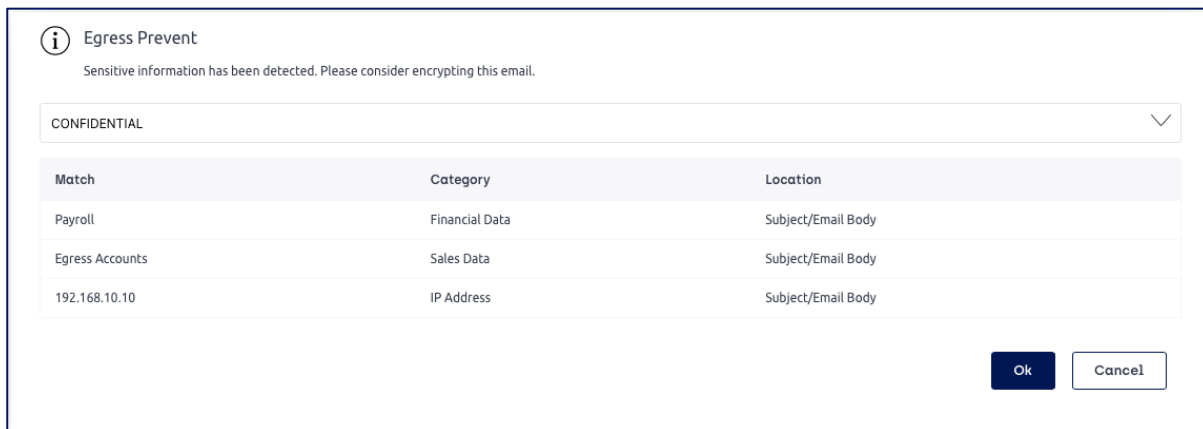
Use the drop-down option to select the appropriate protection security level for your email



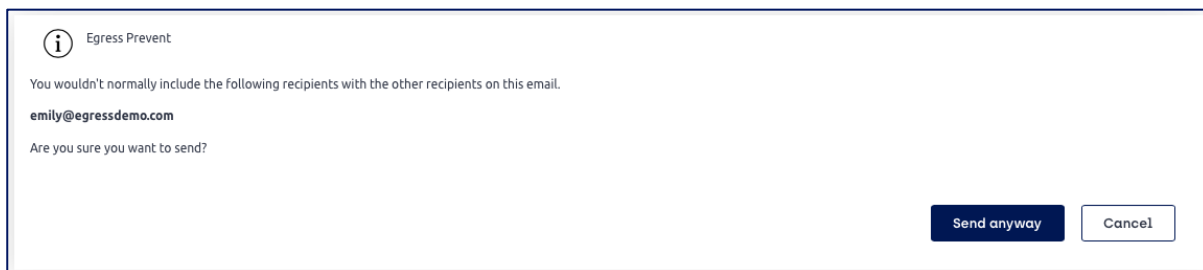
3.2 DLP information prompts

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.



Unable to Send Message

egress.com is flagged on a block list. The message cannot be sent, please contact the IT Help Desk for further guidance <https://support.egress.com>.

Ok

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.

