

# SAFEmail ICS Edition

## Labelling, Protective Marking and Release Control for Secure Messaging

Email is the primary collaboration tool in most organisations, so it's no surprise that it's a common source of information leakage, with much data loss caused by user negligence. Boldon James SAFEmail ICS Edition (SAFEmail) puts labelling at the heart of data loss prevention by giving users the option to apply relevant visual labels to Microsoft Outlook email messages, which are expanded by SAFEmail into the email metadata.

### Key benefits

- ▶ Enforces information assurance policies
- ▶ Raises user awareness of security policies
- ▶ Orchestrates multiple security technologies
- ▶ Provides structured and granular control of information
- ▶ Prevents internal and external data leakage
- ▶ Drives Microsoft Windows Rights Management policies
- ▶ Automatically protects the most sensitive content
- ▶ Provides visibility of user behaviour and compliance position
- ▶ Low deployment and administration costs

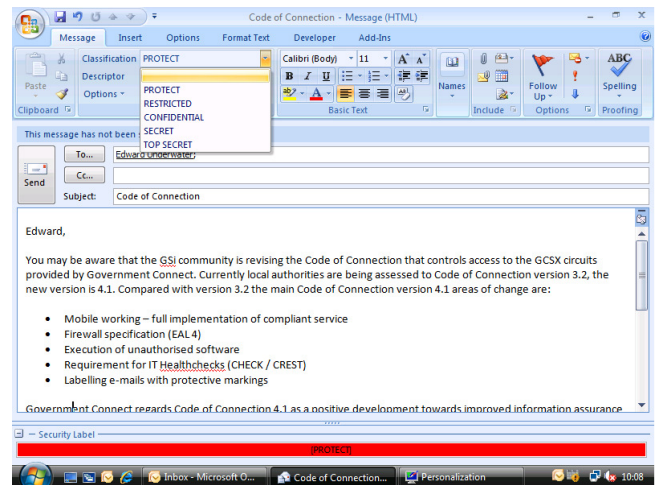
SAFEmail labels enforce the organisation's rules on handling and release of email, automatically invoking other technologies such as encryption or rights management.

The result is increased user awareness of the sensitivity of information, the ability to provide evidence that applicable regulations have been met and the opportunity to boost the return on your investments in encryption, archiving & storage, e-discovery, DLP, information rights management and ERDMS.

### Features

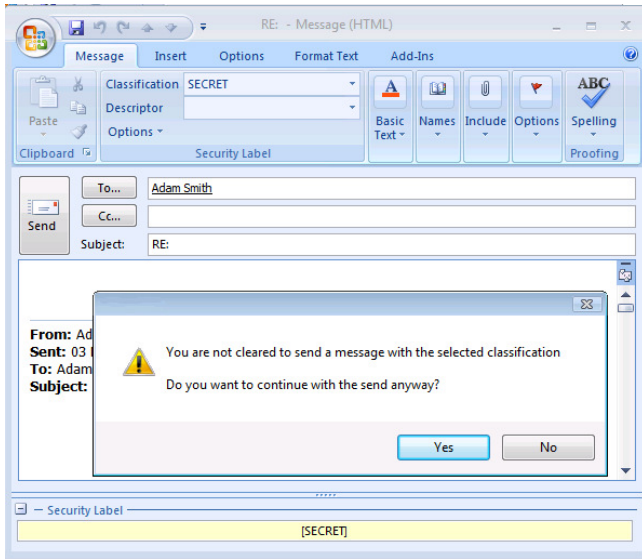
- **Classification Selector**  
SAFEmail provides a simple, familiar Microsoft Outlook drop-down from which users select a classification label. Administrators can set options to force labelling on Save, Print and Open, thereby automating compliance with information assurance policies.
- **Visual Labels**  
SAFEmail applies visual labels to Outlook messages, raising user awareness of the value of the information that they are handling. Administrators can configure where the label will appear, possible alternate values and how the label is formatted - including font size, colour, prefixes, suffixes and delimiter selection.

Fig 1: Classification Selector



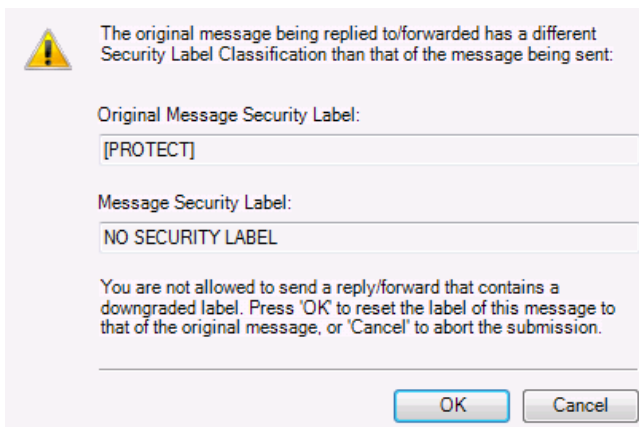
- **Metadata Labels**  
SAFEmail applies metadata labels to Internet x-headers, enabling email filtering, encryption and archiving technologies to take action based on label values. This provides a simple way to ensure consistent actions are taken by complex information security tools and provides an additional safeguard against data leakage.
- **User Clearance Checking**  
SAFEmail's Clearance Checking feature compares label values against sender and recipient clearance levels. Administrators can specify the level of information which particular users or groups can receive as clearances, thus controlling access to information in a granular manner and preventing inadvertent information leaks within an organisation.
- **Domain Clearance Checking**  
SAFEmail checks label values against administrator-created domain rules in order to ensure controlled distribution outside of the organisation. Preventing external information losses significantly reduces an organisation's security exposure and risk.
- **Portion Marking**  
Portion Marking allows users to apply different label values to sections of information within the same message, providing granular control over the information. To prevent any mishandling of such information, SAFEmail ensures that the overarching message label is always that of the highest portion mark.

Fig 2: Clearance Check Warning



- **Microsoft Windows Rights Management Integration**  
SAFEmail allows administrators to trigger an existing RMS policy based upon an associated label value, leveraging the investment in RMS and providing enhanced data management by aiding the adoption of an existing security system.
- **High Watermark Check**  
Where a user includes within an email a document labelled by Boldon James SAFEoffice ICS Edition, SAFEmail will ensure the message and document labels match, providing a dependable approach to information dissemination.

Fig 3: Downgrade Warning



About Boldon James

For over 20 years we have helped organisations with the most demanding and complex communication requirements manage sensitive information securely and in compliance with legislation and standards.

Our solutions extend the capabilities of Microsoft core infrastructure products to allow secure information exchange and in 2006 we were elevated to Microsoft Global Go-To-Market Partner. Boldon James is a wholly-owned subsidiary of QinetiQ, with offices in the UK, US, Australia and Europe, and channel partners worldwide.

- **Message Attachment List**  
SAFEmail can append details of attached files (including file name and any security label) to the bottom of an email, to provide reviewers with the attachment history, maintaining their awareness of original content, even when printed.
- **Embedded Content Checks**  
SAFEmail will check nested content attached to messages, whether it is inside another email or a zipped file. This deep analysis prevents policy violations by ensuring that even complex content is subject to a consistent level of control.
- **Administration and Deployment Toolset**  
SAFEmail is packaged with a comprehensive administration toolset and deployment guidance which enables complex policy configuration, ensuring that the solution can be implemented quickly with the minimum of expertise.
- **Auditing**  
Administrators can specify which events are audited to the Windows Event log, providing visibility of user behaviour with regard to information security and management. This knowledge allows better targeting of security training and assessment of compliance to security policies.

**System Requirements - Software**

- **Desktop Operating System:** Windows XP with Service Pack 3 / Windows Vista with Service Pack 2 / Windows Terminal Server (Windows Server 2008)
- **Office Version:** Microsoft Office 2003 with Service Pack 3 / Microsoft Office 2007 with Service Pack 2
- **Server Operating System:** Windows Server 2003 / Windows Server 2008
- **Exchange Server Version:** Exchange 2003 / Exchange 2007

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