

## NoSpamProxy 13.2

### Outlook Add-In Installation and Group Policies

- Protection
- Encryption
- Large Files



## Imprint

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13 February 2020

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## 1. Introduction

The NoSpamProxy Outlook Add-In offers users a quick and easy way to get the most out of NoSpamProxy.

The Outlook Add-In can be installed using a setup file or a MSI file for automatic software distribution.

In addition, group policies can be used to customise the add-in for multiple user groups, facilitating centralised configuration via Active Directory. This way, users can only access the functions relevant to them.

## 2. Installing the Outlook Add-In

There are two options for installing the add-in:

- **Setup file**

The setup automatically installs all required components. This includes the required .NET Framework 4.7.2, the "Visual Studio Tools for Office 2010 Runtime" (VSTO) and the actual add-in. The setup guides you through all necessary steps and ensures that all preconditions for a successful installation are met .

- **MSI file**

The MSI file is required when using automatic software distribution. First, the NET Framework 4.7.2 must be installed. Then the "Visual Studio Tools for Office 2010 Runtime" (VSTO) as well as the MSI file with the actual add-in must be installed. The particular installation depends on the type of software distribution used.



When installing the Outlook Add-in via MSI file, it must be located on a local hard disk. Installation via a UNC path is not possible.



If NoSpamProxy and Microsoft Exchange are installed on the same server, make sure that Exchange supports the respective version of the .NET Framework before installing or upgrading. The [Exchange Server Supportability Matrix](#) offers an overview of supported versions.

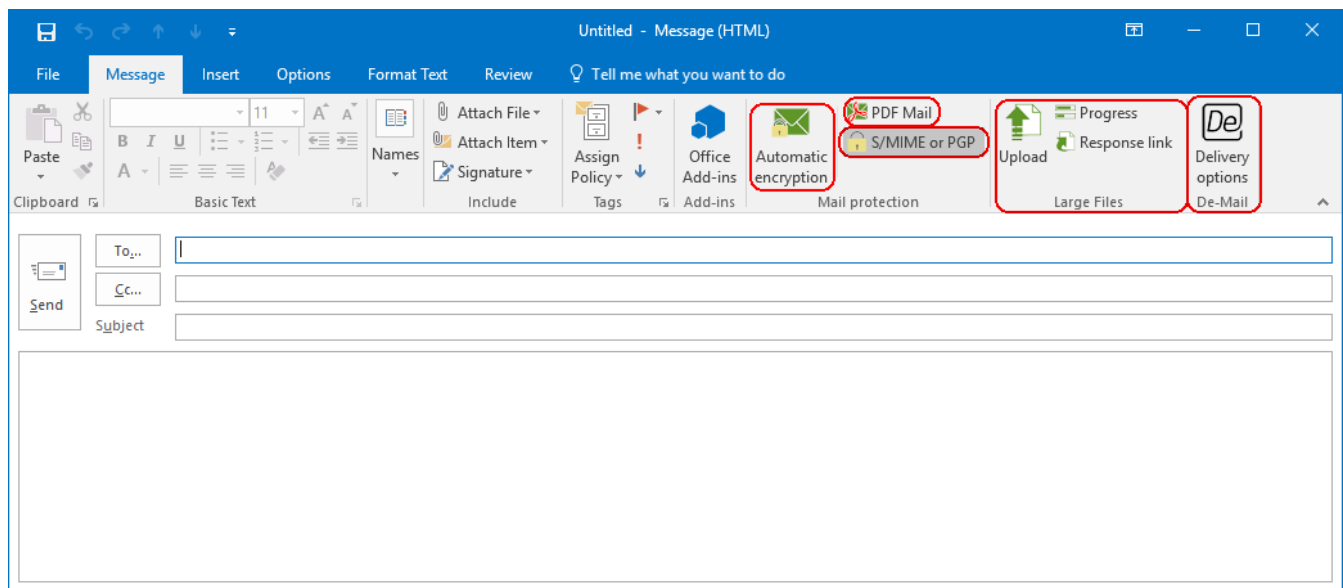
### 3. Manageable Options in the Outlook Add-In

The availability of the functions described in this chapter is determined by entries in the [Group Policies](#). This means that the add-in can be configured to only make those functions are available that should be available to the end user group.

#### Composing Emails

After installation, these functions can be displayed on the ribbon for a new email ([Picture 1](#)). The following options, which can be shown and hidden individually, are available when composing emails.

- [Automatic encryption](#)
- [PDF Mail](#)
- [Encryption](#)
- [Large Files](#) (if configured via Group Policy)
- [Delivery options for De-Mail](#) (if Web Portal URL is configured via Group Policy)

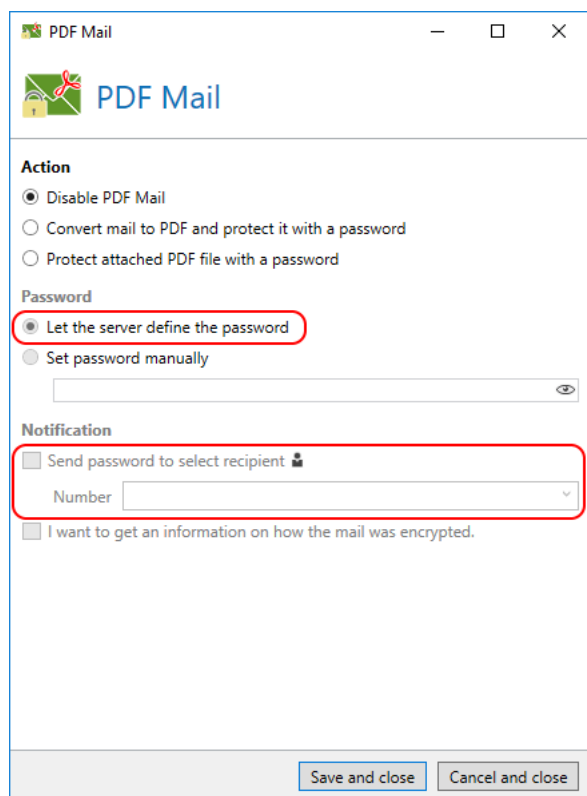


**Picture 1: Functions for composing emails**

In addition to the hideable areas in the ribbon, the [text of the reply link](#) can be customised. Additional areas that can be hidden can be found in the dialogs for 'PDF Mail' and 'De-Mail' as well as in the area for **Large Files**. These options are listed below.

#### Manageable Options in PDF Mail

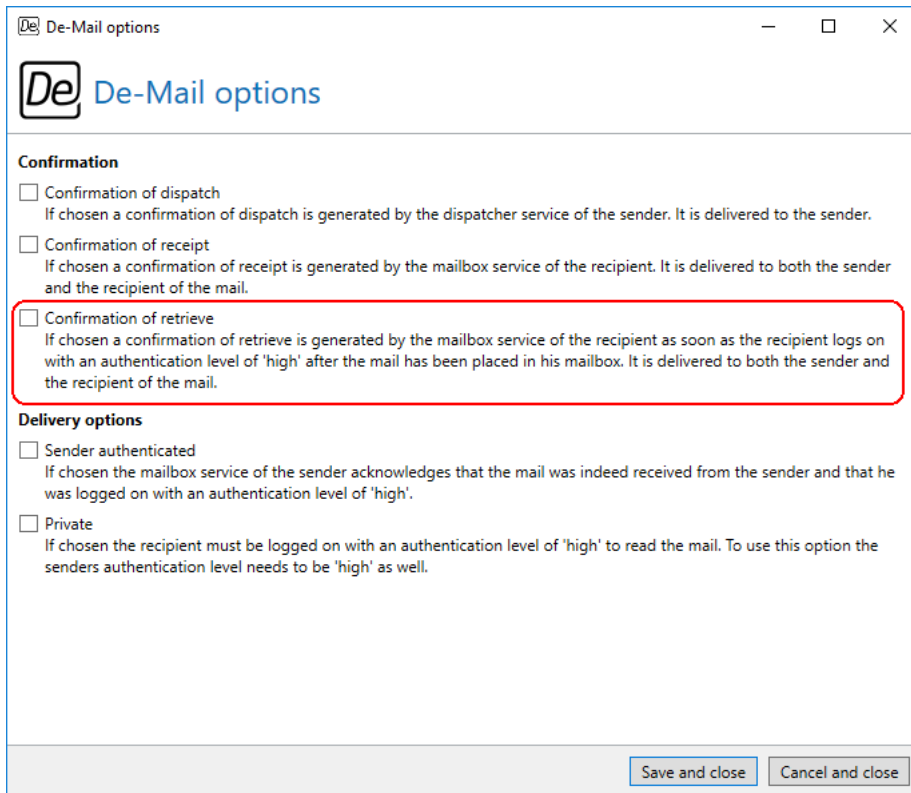
In the PDF Mail dialog ([Picture 2](#)) you can hide the option for [automatic password creation](#). In this case, you can still enter the password manually. The [Text Message notification](#) area can also be hidden if this option should not be available and the password is to be transmitted to the recipient in a different way.



**Picture 2: Hideable options in the PDF Mail dialog**

## Manageable Options in De-Mail

The option [Confirmation of receipt](#) is only available in De-Mail for specific subscriber types such as authorities; it is not intended for private use ([Picture 3](#)).



**Picture 3: Hideable options in De-Mail**

## Manageable Options in 'Large Files'

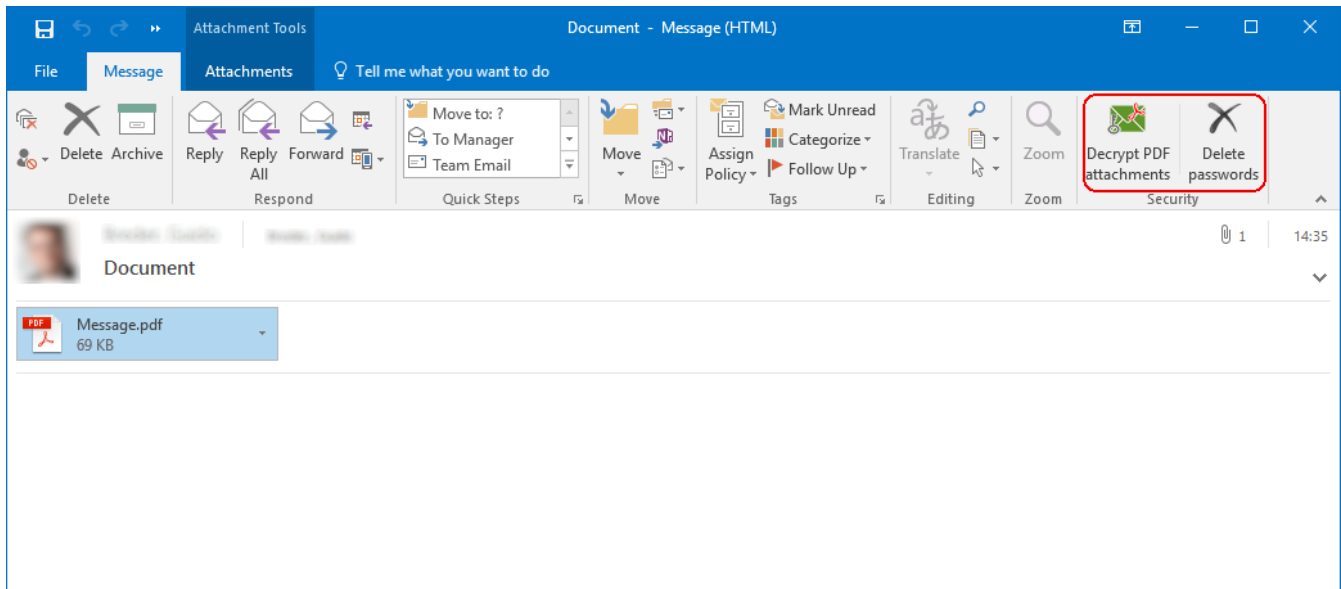
The entire Large Files pane is only displayed if the policy [Web Portal URL](#) is configured with a valid URL.

## Reading Emails

After installation, these functions are displayed in the ribbon for the reading view of an email. ([Picture 4](#)). The following options are available when reading an email.

- [Decrypt PDF attachments \(and delete their passwords\)](#)





**Picture 4: Functions when reading an email**

When reading an email, the function for decrypting password-protected PDF documents is displayed. This also includes the **Delete passwords** button. This button can be used to delete previously stored decryption passwords for decrypting PDF attachments.

## Subject Flags When Sending Emails

You can configure the add-in to add the [corresponding subject line flags](#) in addition to the email headers when an email is sent. This function is disabled by default. It is used to control NoSpamProxy Encryption via the Outlook Add-in, even if all header information is deleted from the email on its way to NoSpamProxy.



To use this function, the subject line labels must match the default values specified in NoSpamProxy. If you have changed subject line flags in NoSpamProxy, you must reset them to their default values.

## 4. Distributing Outlook Add-In settings via group policies

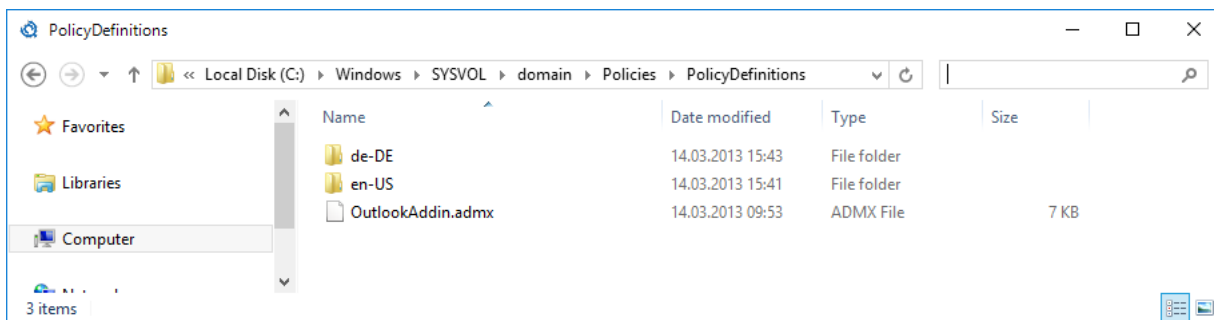
The features of the Outlook Add-in are controlled by group policies. You can distribute the group policies via your domain or set them locally in small installations and for testing purposes.



At the end of the following sections, information sections such as this section describe the steps for a local installation of group policies.

### Deploying ADMX Files and Language Files to the Server

The group policy files provided by Net at Work can be downloaded and unpacked from the Downloads section of the web site <https://www.nospamproxy.de>. They must be copied to the folder %windir%\SYSVOL\domain\Policies\PolicyDefinitions (Picture 5) on the domain controller. If the directory does not exist, you must create it. The language files are stored in the respective folder with the language culture name, e. g. **de-DE** for German or **en-US** for English, inserted as an ADML file.



Picture 5: The folder for ADMX templates



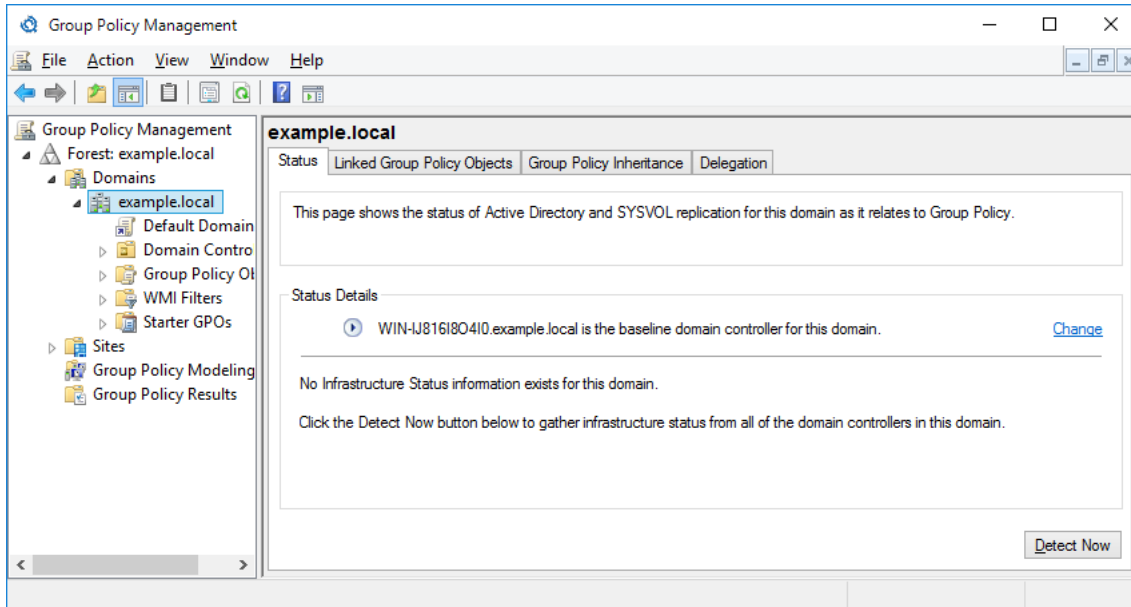
For a local installation of the group policies without a domain, you must place the files in the directory %windir%\PolicyDefinitions.

### Creating a New Group Policy in the Group Policy Manager



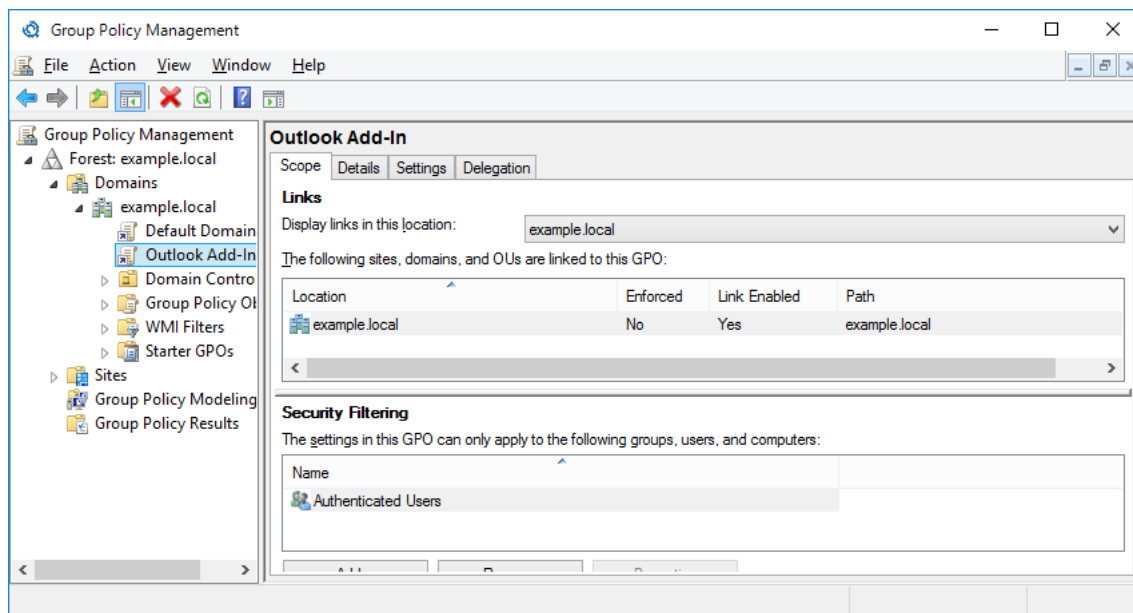
This step is skipped for local installations of the group policies without a domain.

To create a new group policy, in the Group Policy Management Console in the context menu of the corresponding domain select the item **Create a GPO in this domain and link it here** ([Picture 6](#)).



**Picture 6: Adding the template to a group of users**

The new object appears below the domain where security filtering can now be customised ([Picture 7](#)). Now specify the organisational unit or users for whom you want to install the Outlook Add-in.



Picture 7: Group Policy Management with the Outlook Add-In group policy

## Editing Group Policies

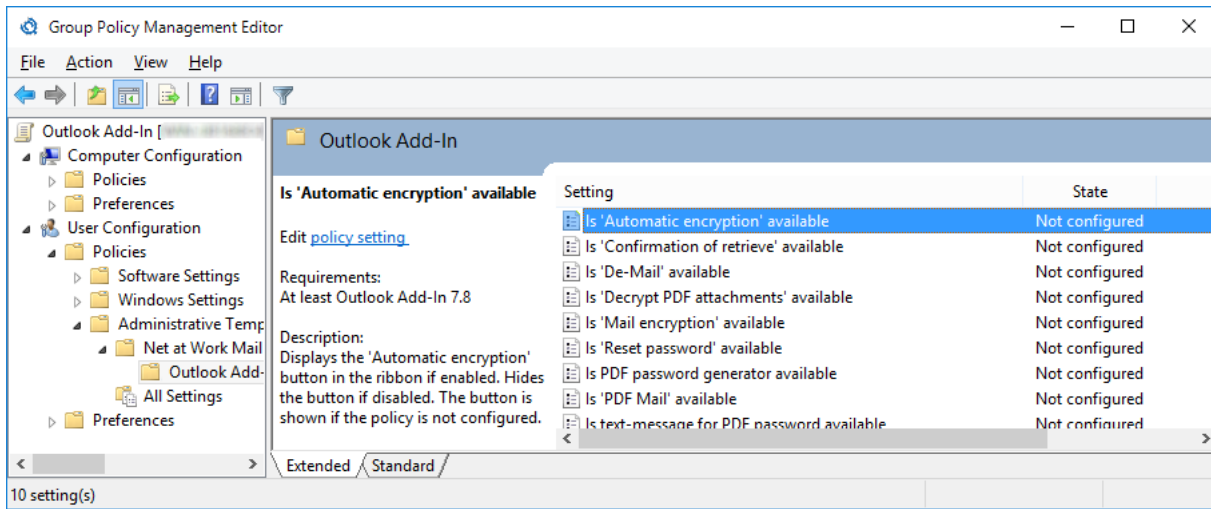
To edit the group policy, select **Edit...** in the context menu of the group policy object. The Group Policy Management Editor appears. Select the node **User Configuration / Policies / Administrative Templates / Net at Work NoSpamProxy / Outlook Add-In**.



For a local installation of group policies without a domain, start the local Group Policy Object Editor using the command `gpedit.msc`. Go to the folder **User Configuration / Administrative Templates / Net at Work NoSpamProxy / Outlook Add-In**.

## Configuring Settings

The selected node of the Group Policy Object Editor displays the configurable settings of the Outlook Add-In. These can be edited.



**Picture 8: All available settings of the Outlook Add-In**

The following configuration options are available:

Policy name	Description	Not configured	Module
Show 'Decrypt PDF attachments'	Displays the 'Decrypt PDF attachments' button on the ribbon if enabled. Hides the button if disabled.	The button is shown if the policy is not configured.	Encryption, Suite
Show 'Automatic encryption'	Displays the 'Automatic encryption' button on the ribbon if enabled. Hides the button if disabled.	The button is shown if the policy is not configured.	Encryption, Suite
Show 'PDF Mail'	Displays the 'PDF Mail' button on the ribbon if enabled. Hides the button if disabled.	The button is shown if the policy is not configured.	Encryption, Suite
Show PDF Password Generator option	Displays the PDF password generator option in the dialog if enabled. Hides the option if disabled.	The option is shown if the policy is not configured.	Encryption, Suite
Show Text message for PDF password option	Displays the Text message for PDF password option in the dialog if enabled. Hides the option if disabled.	The option is shown if the policy is not configured.	Encryption, Suite

Show 'Email encryption'	Displays the 'Email encryption' button on the ribbon if enabled. Hides the button if disabled.	The button is shown if the policy is not configured.	Encryption, Suite
Show 'De-Mail'	Displays the 'De-Mail' button on the ribbon if enabled. Hides the button if disabled.	The button is hidden if the policy is not configured.	All
Show 'Confirmation of retrieval'	Displays the 'Confirmation of retrieval' option in De-Mail dialog if enabled. Hides the option if disabled.	The option is hidden if the policy is not configured.	All
Web Portal URL	Defines the Web Portal URL, for example 'https://portal.example.com/enqsig'. The 'Large Files' section in the ribbon of a new email message is displayed if the policy is enabled and configured with a valid URL.	The section is hidden if the policy is not configured or if the configured URL has an invalid format.	Large Files, Protection, Suite
Large Files reply limit	Defines a limit for the maximum number of replies to this message. Values from 1 to 10 and the value "unlimited" are available for selection.	If the policy is not configured, these settings can be set by the user.	Encryption, Large Files, Suite
Expiration of Large Files replies	Defines an expiration date for Large File reply links.	If the policy is not configured, these settings can be set by the user.	Encryption, Large Files, Suite
Write subject flags	Subject flags are written in addition to email headers if enabled. Email headers are written without subject flags if disabled.	Email headers are written without subject flags if the policy is not configured.	All
Reply Link Text	Defines an alternative text for the Large Files reply link.	If no alternative text is entered the default text will be displayed.	Encryption, Large Files, Suite

Shared Web Portal password	Defines a password shared between Web Portal and NoSpamProxy Outlook Add-In. The shared password must be entered in the Web Portal settings of the management console and in all instances of the NoSpamProxy Outlook Add-In to ensure that Large Files can upload files.	The area <b>Large Files</b> is hidden if no password has been set.	Large Files, Protection, Suite
Protect all files	Displays the 'Protect all files' button in the ribbon if enabled. Hides the button if disabled.	The button is displayed if the policy is not configured.	Large Files, Suite

These options allow you to customise the functionality of the Outlook Add-In for individual user groups.

## 5. Help and support

Net at Work offers many forms of help and support for the installation and the operation of NoSpamProxy.

- **Training videos**

[Training videos](#) provide an overview of different areas and include step-by-step configuration tutorials as well as practical examples.

- **Blog**

The [Blog](#) provides daily updated alerts for new product versions, suggested changes to your configuration, warnings on compatibility issues and more help. To make sure you do not miss any important advice, you can also find the latest news from the blog on the start page of the NoSpamProxy configuration console.

- **Knowledge Base**

The [Knowledge Base](#) contains additional information on specific issues.

- **Support**

If you require additional support, please visit our [support website](#).