

# Email Classifier

**Adding labels to Outlook emails to prevent data loss**



## At A Glance

Email is a primary collaboration tool in all organisations, so it's no surprise that it's a common source of information leakage - it's a fact that most data loss is caused by user error involving emails. Boldon James Email Classifier empowers users to assign a value to their Microsoft Outlook messages, by applying a visual and metadata classification label, helping prevent sensitive data being sent to the wrong recipient and improving security awareness.

This provides organisations with the ability to not only ensure that they are complying with data protection and industry regulations, but also it adds significant value and boosts the return on investment of other security and data management technologies.

## Engages Users

### Simple Label Selection

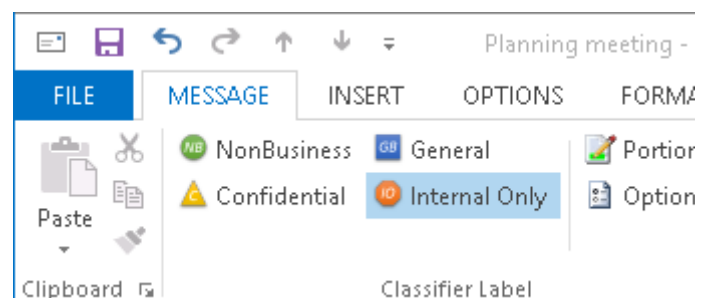
Classification label choices are made via the familiar Office ribbon bar, with a range of fully customisable interface styles. Users are guided through a series of labelling choices, reducing complexity and ensuring validity of the final selection.

### Quick Classification

Presents users with a simple collection of buttons that need only a single click to classify an email.

## Key Benefits

- Engages users
- Increases awareness
- Enforces policy
- Drives security solutions
- Exploits a common platform



## Label Shortcuts

Users can have convenient access to the labels they use most often or find most useful in the form of 'favourites' and recently-used choices.

## Increase Awareness

### Visual Marking

Visual markings are applied to the content of Outlook messages. You can configure where the markings will appear within the Outlook message, the formatting, syntax and any dynamic placeholders, such as the username or date.

### Metadata Marking

Record classifications as metadata markings within the message headers – invoking and enabling other technologies such as Digital Rights Management, encryption and DLP.

### Portion Marking

Allow users to apply different classifications to sections of a message - providing granular control over the information. Each portion mark is checked for consistency with the overall message classification.

### Attachment Inventory

Append details of attached files (including their classification) to the end of an email - provides an attachment history and maintains awareness of original content, even when printed.

## Enforces Policy

### Classification Enforcement

Option to require a user to classify each message - automating compliance with data classification and information assurance policies.

### Clearance Checking

Use the classification of a message to control who may send or receive it. Classification permissions (or clearances) are set for particular users, internal groups or external domains.

## Content Consistency

Detect content that is inappropriate for a chosen label and advise the user on remediation. Checking is applied to the text of an email plus the content of over 65 attachment types – from simple text files through to complex documents and media files.

### Attachment Label Consistency

Ensures the classification of a message adequately reflects the classification of any attachments - including any nested content, whether inside another email or a zipped archive.

## Drives Security Solutions

### Streamlining Endpoint Protection

Use classification choices to trigger the application of a Microsoft Azure Information Protection (Rights Management) policy or invoke S/MIME encryption and digital signing – aiding the adoption and consistent use of persistent protection measures.

### Enhancing Data Loss Prevention (DLP)

Use classification metadata to improve the accuracy of DLP solutions, accelerate implementation projects and reduce frustrating false positives.

## Exploits A Common Platform

### Unified Administration

The Classifier Administration console unifies the policy configuration of all Classifier products – handling policies from the simple to complex, ensuring a quick implementation with the minimum of expertise (see the Classifier Administration datasheet).

### Auditing & Reporting

Records classification events to support audit and management reporting requirements, providing visibility of user behaviour and allowing better targeting of security training and improved understanding of compliance position.