

SAFEmail

Protective Marking for Microsoft's Outlook and Outlook Web Access

SAFEmail comprises extensions to Microsoft Outlook and Outlook Web Access that enables users to add security labels (protective markings) to email and calendar items. SAFEmail's protective marking capabilities enhance an organisations security posture including:

- Raising user awareness – The message security label is highly visible to the user enabling them to understand sensitivity and to manage the information accordingly.
- Enforcing security policy – All information must be labelled where the security label is machine as well as human readable supporting client, server level and gateway security enforcement functions.
- Preventing inadvertent disclosure and information leakage – Policy enforcement functions applied at both the client and server ensure the information is not being distributed incorrectly and is appropriately protected.

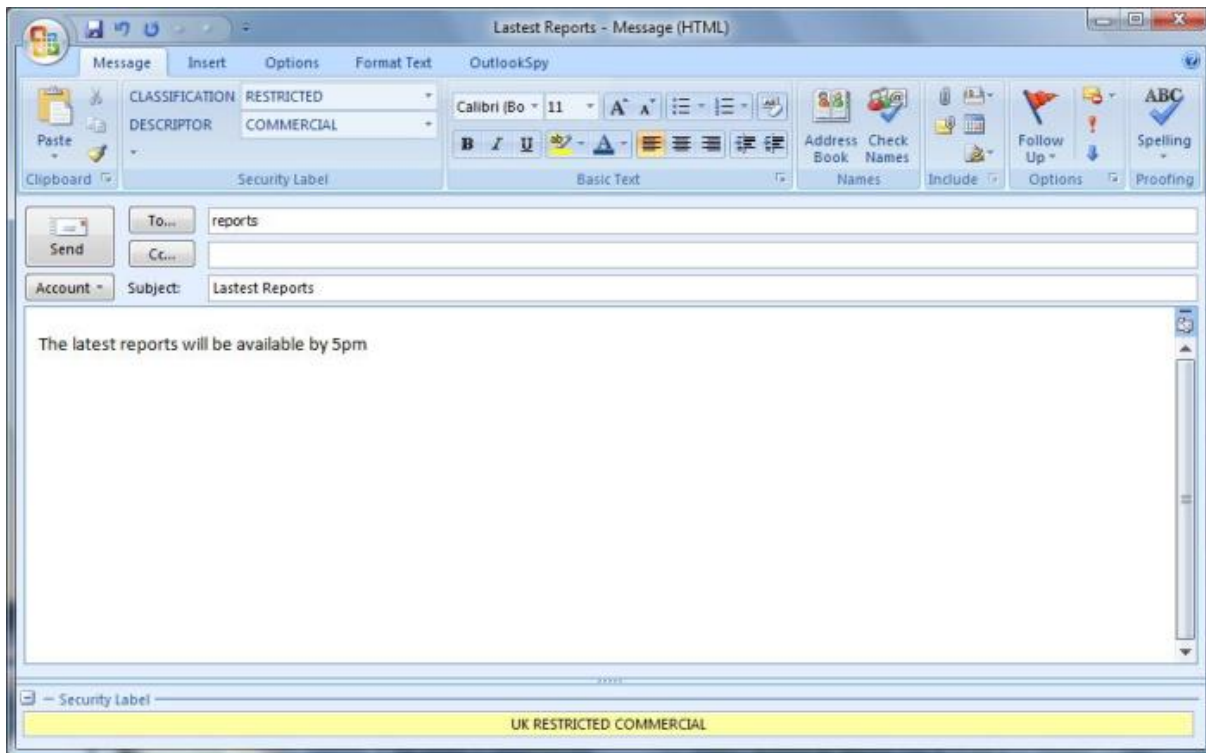


Fig 1: The simple label dialog integrated into the Office Outlook new message user Interface.

The Business Requirement

Originally used within Defense and Intelligence organisations, many government and commercial organisations are now considering protective marking technology to raise user awareness, control the distribution of information and encourage its proper handling for compliance. The principles of Protective Marking require that information is categorised at one of a number of levels. Distribution of information can then be controlled in a way that prevents leakage to unauthorised parties.

Solution capability

SAFEEmail extends the basic message functionality within Microsoft's Outlook and Outlook Web Access clients to support an organisations requirement to protectively mark emails and enforce policy accordingly. SAFEEmail is tried, tested and trusted by defence, government, intelligent and commercial organisations across the globe with 60 customers in 15 countries and 1.5 million users. SAFEEmail offers the following capabilities:

- **Protective Marking Support** – Simple and advanced dialogs supporting a wide variety of protective marking policies and schemes from a simple single drop down list of classifications through to supporting multiple sophisticated protective marking schemes in a single intuitive user dialog (Please see figures 1 and 2).
- **Calendar and email** - The software supports the protective marking of both email and calendar items.
- **Highly Configurable** - Protective marking can appear in the body, subject line and machine readable email header and the descriptors (label values) are configurable according to bespoke or government standards based requirements.
- **Policy enforcement** - Changing the label value on an item can be policy enforced i.e. downgrading is not allowed. Similarly, an automated capability check can be completed to determine if the recipients of the message are 'cleared' to receive the information. In addition, a size limit check can be imposed when sending messages with large attachments over low bandwidth links.
- **Inadvertent disclosure** – On submission a 'can send check' is performed at the client to ensure content marked as internal only does not have any external recipients.
- **Advanced labelling features** - Label values can be applied to items that already exist and labels can be integrity checked to ensure they haven't changed since email origination
- **Standards interoperable** - Supports all intelligence, defence and government department standards for protectively marking content i.e. STANAG 4406, JSP457, ACP123.
- **Ease of Use** - The software requires no training, is highly intuitive (design based on Microsoft look and feel and style guides) and tightly integrates with Outlook and Outlook Web Access.

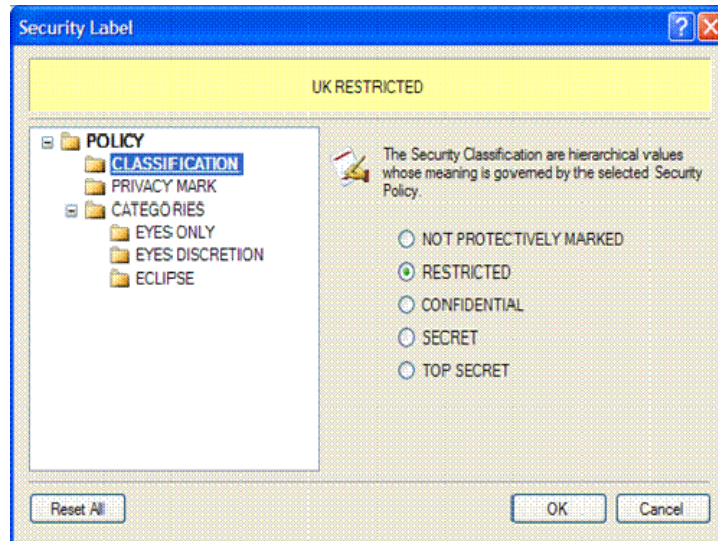


Fig 2: The advanced label dialog that appears when the user clicks the send button from the Office Outlook Client.

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- **Existing Infrastructure integration** - Works with all the major perimeter guards and gateway enforcement products available on the market today.
- **Privacy and integrity** - Supports S/MIME encryption / signatures or Rights Management (RMS) technologies providing for the privacy and integrity of information exchanges
- **Commonality** - User and information clearances / caveats and the label dialog has a common source and look and feel across all applications supported by Boldon James (Email, Office, IM, CHAT, Voice and Video).
- **Intelligent Archiving** - Label can be used to determine if and where data should be archived too.
- **Ease of administration** - Support for scripted, SMS or other automated installation mechanism, centralised configuration to lower admin burden and re-use of existing backend LDAP infrastructure i.e. utilising Active Directory Directories for storing protective marking / classification data associated with users and applications.
- **Role base messaging** - Users can send and receive information as one or more roles and the activity can be tracked back to the user.
- **Workflow** – Optional Module for automating processes for composition, review / sign off / release of information between multiple users.

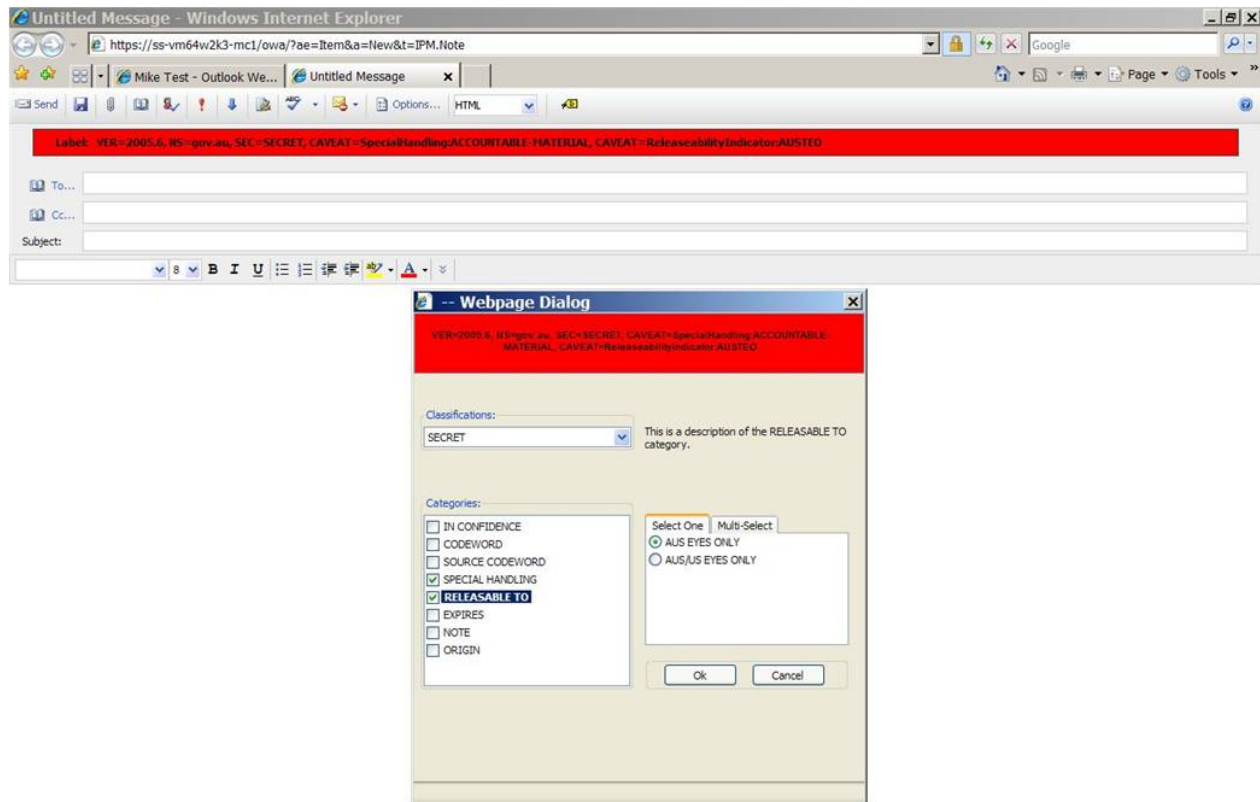


Fig 3: The Outlook Web Access protective marking dialog that appears when the user clicks the send button.

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- **Assured delivery** – Optional module for automating the process of ensuring critical information exchanges will have been read / actioned within a configurable time period.

Key Benefits

- Increased user awareness of the sensitivity of information and how it should be handled
- Enhances an organisations information security posture and assists in compliance with government legislation
- Prevents inadvertent disclosure and loss of sensitive / classified information to unauthorised individuals
- Low cost of the shelf solution, centrally administered, requiring no end user training, reduces archiving costs and offers full seamless integration with Microsoft Active Directory, Outlook, OWA and Exchange.

Optional Extensions - SAFEmail is part of the Secure Information Exchange solution designed to provide Security, Identity and Assurance for Microsoft's Unified Communication suite, components include:

SAFEoffice: Advanced protective marking for Microsoft Word, Excel and PowerPoint

SAFEchat: A hardened Chat solution, offering labelled, secure, auditable and persistent chat room conversations. The Boldon James SAFEchat product based upon Microsoft Live Communications Server (LCS) is easily integrated as part of the SIE suite.

Boldon James, a wholly-owned QinetiQ subsidiary since October 2007, has over 20 years' experience specialising in secure messaging solutions tailored to meet the formal information exchange requirements of the worldwide defence and secure government sectors. Its Secure Information Exchange (SIE) architecture provides a suite of Microsoft commercial off-the-shelf (COTS) functional extensions across the Unified Communications collaboration and conferencing suites, resulting in solutions with a low total cost of ownership (TCO) and significantly reduced deployment risk. Boldon James is a Microsoft Gold Certified Partner and exclusive "Global Go-To-Market Partner for Secure Messaging".

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