# Safeguard Send Core

## *An Outlook Add-In by Sperry Software*

## Executive Summary

This add-in duplicates the functionality of our flagship product (Safeguard Send for Microsoft 365) with a reduced feature set, along with a reduced price. It can be customized in the same way as Safeguard Send for Microsoft 365 by using a dashboard for centralized control. Optional ongoing maintenance allows for changes to the rules and software assurance as newer versions of Outlook are released.

## What is Safeguard Send Core?

You might already be familiar with Safeguard Send for Microsoft 365, our flagship product that prevents outgoing email mistakes by giving users a chance to think before hitting the Send button. It is a full featured product that can check for many conditions in an outgoing email (using triggers and actions, known together as rules) and present users with a warning prompt that alerts them to potential problems. It uses Microsoft Admin Center to install into desktop Windows Outlook, Outlook on the Web, or Outlook on Mac, and features a dashboard for centralized control over the rules and to see reports on who the best (and worst) emailers are in your organization.

Safeguard Send Core is also a Microsoft 365 based Outlook add-in similar to Safeguard Send for Microsoft 365 in that it also helps users to prevent critical email mistakes when sending emails by displaying a warning prompt. In fact, this add-in duplicates the functionality of our flagship product, Safeguard Send, but with a reduced feature set, along with a reduced price. It's a light-weight, low cost tool to prevent mistakes when going to send emails.

The general idea is that this product can be customized with the top 5 most common rules. You can cause a warning prompt to occur if users are sending an email outside the company, if there are more than a certain number of recipients or attachments, if users are sending to specific email addresses or domains, or if replying to all.

And perhaps best of all, this add-in uses a technology from Microsoft called Smart Alerts. Smart Alerts allow Outlook to continue to send the email even in the face of network problems or other server connectivity issues. This allows for an improved email deliverability rates compared to Safeguard Send for Microsoft 365 which in contrast does not allow emails to be sent out without explicit confirmation from the user for improved security.

# What are the major differences between Safeguard Send for Microsoft 365 and Safeguard Send Core?

There are several major differences between the two add-ins.

While both add-ins target anyone using Microsoft 365, Safeguard Send Core uses a Microsoft technology called Smart Alerts (as previously mentioned).  Unlike Safeguard Send for Microsoft 365 (which uses on-send technology), Smart Alerts provide the user interface that appears.  As a result the prompt that appears is different between the two.

Here is a typical prompt from Safeguard Send for Microsoft 365:
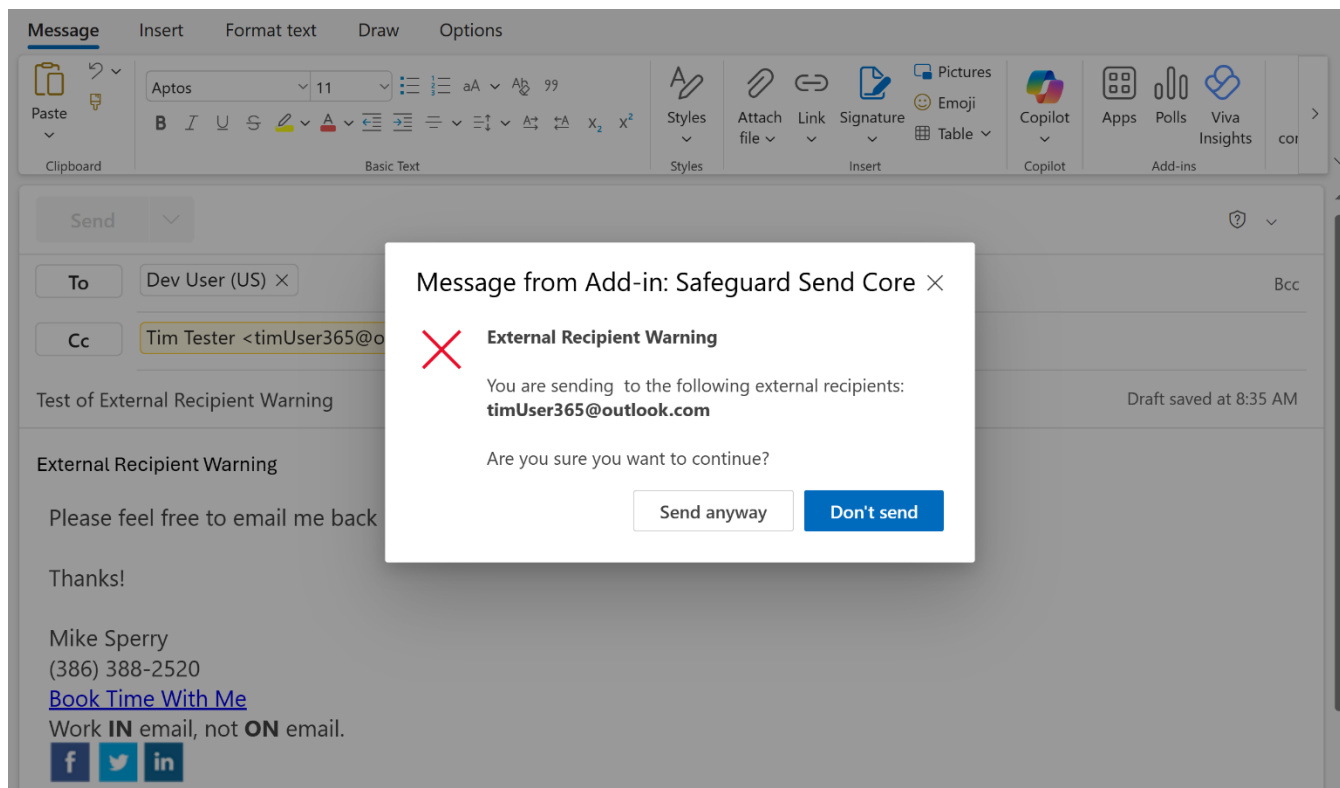


This prompt features a Stop Sign logo to draw the user's attention, allows for a customized title, text above (above the grid of email addresses and/or attachments that is), text below and the Yes/No button text can be changed.

By contrast, Safeguard Send Core uses a built-in prompt to warn:

A few notes about the above image:

All our examples show emails being sent out of our default domain, Sperrysoftware.com. The example external email addresses all end in either gmail.com or outlook.com (as in this case).

The default rule in the retail version is to warn when sending outside the company, and show only the email addresses that are external. If you choose to customize your version, there are many other options available (e.g., show all email addresses, show a prompt only when there is also an attachment, show the attachment names, etc).

You'll notice that there a bold font is used for some elements. Some basic HTML formatting is available (including italics, bulleted lists, and URL links) however, sometimes a prompt without the HTML formatting is shown:
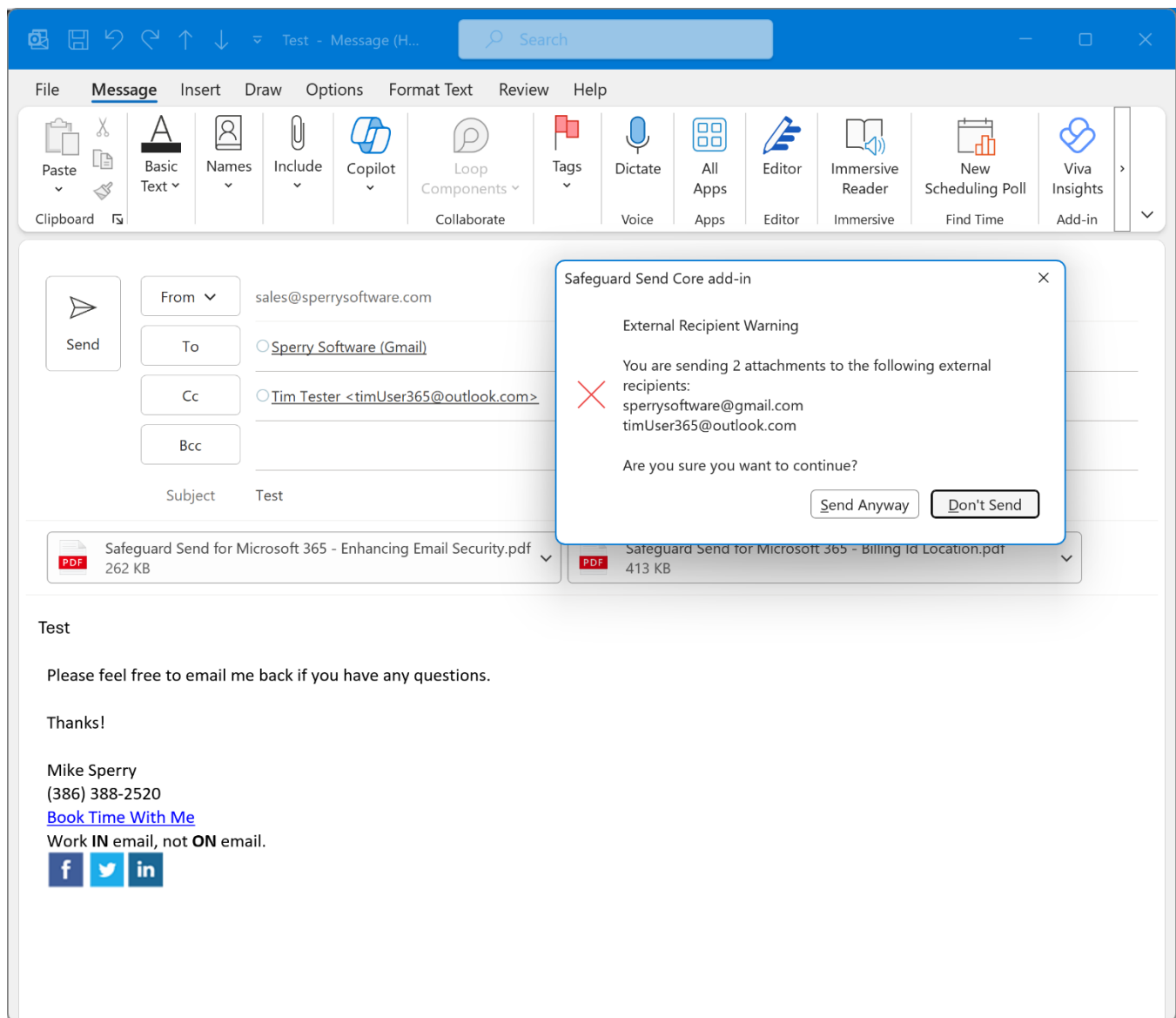
Which version that gets displayed (plain or HTML formatted) is a function of which version of Outlook you are using. If you are using traditional desktop Outlook for Windows, you will see the plain text version of the prompt. If you are using new Outlook for Windows, Outlook on the Web, or Outlook for Mac, you will see the HTML formatted prompt. Because new Outlook for Windows and Outlook on the Web is the future for Microsoft, we will show the HTML formatted version of the prompts unless it's necessary for you to see the plain text version.

The second major difference between Safeguard Send for Microsoft 365 and Safeguard Send Core is that (as previously mentioned) the former uses on-send technology while the latter uses Smart Alerts.

With Smart Alerts add-ins, if the rule is violated (that is, there are external recipients), the warning prompt is shown and the user decides whether to send or not. With on-send add-ins, the buttons can be customized to send, not send, or perform other additional actions (like

change the subject, add a BCC recipient, or prevent the email from going out regardless of which button is clicked).

Smart Alerts can be configured to interrupt the flow of Simple MAPI commands. The most common use of Simple MAPI is using Windows Explorer, right clicking on a file, and choosing "Send To Recipient". A registry change can be made by administrators to change the behavior of this (and any other Simple MAPI commands) to force Outlook to start whenever a user invokes a document to be sent.

There are other differences between on-send add-ins and Smart Alerts add-ins as detailed by Microsoft.

See our Differences Between Safeguard Send for Microsoft 365 and Safeguard Send Core web page for more details.

To learn more about Safeguard Send for Microsoft 365 and how it can benefit your organization, visit our website or contact our sales team at sales@sperrysoftware.com.