SYNOPSIS GROUP

Email and Document Classification Solutions

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Introduction to Email and Document Classification

Classification is the easiest way to distinguish between sensitive and public information – a distinction that everyone in your organisation can make in the emails and documents they create. By identifying and marking sensitive information within your unstructured data, it's simpler for this material to be protected, managed and controlled accordingly.

By empowering every member of your team with the tools to classify sensitive information, JanusSEAL products foster a security-conscious culture, improves compliance, and provides added peace of mind that sensitive data won't be accidentally lost or mishandled.

Application modules available:

1. **JanusSEAL Documents.**
2. **JanusSEAL for Outlook.**
3. **JanusSEAL Cloud App for Outlook.**
4. **JanusSEAL for Outlook Web App (Exchange 2010).**
5. **JanusGATE for Exchange.**
6. **JanusGATE Mobile App (Requires janusGATE Exchange).**

JanusSEAL Documents

JanusSeal Documents allows people to assign a security classification to every Microsoft or PDF document created or edited. This intuitive process provides a fast and simple way of enhancing information security by instantly creating awareness of sensitive content.

- Users are prompted to select a security classification label for each document they create, print, share or publish
- Visible classification labels alert others to the sensitivity of the information contained in the document
- Classification tags are also embedded within the document's properties
- Security classifications can be applied to Microsoft Word, PowerPoint, Excel, Portable Document Format (PDF) and many other multimedia files
- Existing or multiple documents can be quickly classified using the context menu in Windows File Explorer
- Mandatory classification of all documents ensures sensitive information is always classified appropriately

By explicitly classifying information based on its sensitivity, Janusseal Documents enhances information security by minimising accidental loss or mishandling of documents

Empower Your People to Improve Information Security

Document classification is the easiest and most cost-effective way to distinguish between sensitive and public information in unstructured data, reducing the risk of sensitive material being misplaced or mishandled. By providing a fast and simple tool

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for classifying sensitive information in files and documents, Janusseal Documents creates greater awareness of information sensitivity, improving security and compliance across your organisation.

Fast set-up and deployment

With quick and easy set-up, Janusseal Documents is ready to deploy by standard enterprise deployment tools for both x86 and x64 Windows systems, and centrally-managed using Microsoft Group Policy.

Consistent User Interface and Marking

Janusseal Documents provides a consistent User Interface for users to select the appropriate security classification for the file, using the familiar ribbon controls. Once the classification is selected, Janusseal injects user readable markings into page headers and footers. The format and location of the markings is centrally controlled. The consistency helps readers of documents become quickly aware of the sensitivity of the content and therefore, how to handle it appropriately. The security classification metadata in the document is consistent, so 3rd party systems can be configured to protect the document appropriately.

Flexible to suit your needs

Janusseal Documents is fully adaptable to suit your requirements – you have control over which classification labels to use and where they are placed on the document.

Intuitive and easy to use

Simply select the right classification label from the Security Classification tab. Classify existing or multiple documents using the context menu in Windows File Explorer, or with a script (useful for larger systems).

Designed to enhance existing systems

Offering seamless integration with your existing IT security system, Janusseal Documents optimises performance of current solutions, maximises ROI and reduces costs by avoiding the need for new infrastructure. When a classified file is attached to an email, Janusseal for Outlook automatically inherits the classification of the attachment. Furthermore, you can integrate Janusseal Documents with SIEM, DLP and access controls systems.

"As a security tool used by end-users, Janusseal has been the most effective product ever used in our organisation."

Enforcement agency and long-term customer

JanusSEAL for Outlook

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JanusSEAL for Outlook is an add-in to Microsoft Outlook that compels your users to assign a classification to every email, calendar item they send. JanusSEAL for Outlook is scalable, centrally deployed via Microsoft Group Policy, and helps you to:

- Create more security awareness among your users
- Lighten the load on your IT security team
- Enhance performance of other IT security systems.

Janusseal for Outlook makes it simple for users to assign a security classification to every email they send. In just a few seconds, sensitive information is effectively classified, reducing the risk of it being lost or mishandled.

People are prompted to classify their email based on information sensitivity

- Visible classification labels alert recipients to the sensitivity level of the information they receive
- Classification can be embedded in metadata labels, enabling the existing security system to control access and distribution of sensitive information
- Multi-level classification and simple configuration create a practical, flexible solution
- The mandatory process ensures sensitive information is always classified

By making people aware of sensitive information, Janusseal for Outlook dramatically reduces the risk of emails being misdirected or mishandled.

Quick to set up and deploy

A simple add-on to Microsoft Outlook, Janusseal for Outlook is a scalable solution that easily integrates with email gateways and is centrally deployed via Microsoft Group Policy.

Intuitive and easy to use

For each email they create, people simply select a security classification from a list of your chosen labels, dependent on their authority and clearance level.

Flexible and adaptable

The adaptable solution can be easily configured to suit your organisation's requirements, ranging from general commercial use to military-grade classification.

Designed to enhance existing systems

Offering seamless integration with your existing IT security system, Janusseal for Outlook optimises performance of current solutions, maximises ROI and reduces costs by avoiding the need for new infrastructure.

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"We are impressed with the engineering of Janusseal. The add-in is very robust, and the configuration via GPO is both flexible and convenient. If there are changes, we don't have to repackage and redeploy the client – I wish all our applications could be configured this way!"

Janusseal Customer quoted March 2017

JanusSEAL Cloud App for Outlook

Classify emails in the Cloud and from any Outlook client. Users can classify the message as they write using the Apps or add-in button from Outlook, OWA, tablet or mobile device. The Janusseal App forces the sender to classify the messages they send. The Janusseal App summarises the security classification information about the current message.

Janusseal App for Outlook allows your Office 365, OWA and Outlook users assign security classifications (protective markings) to their email messages and calendar items from any Outlook client - Windows desktops (Outlook 2013 and above), Outlook Mac 2016, Outlook on the web and Outlook Mobile.

Janusseal App for Outlook helps you to:
- Heighten awareness of security among your users
- Move to the cloud and free up your IT security team for other priorities
- Get more out of your other IT security solutions.

With Janusseal App For Outlook, people are prompted to classify their emails based on information sensitivity reducing the risk of it being lost of mishandled.

TAKE CONTROL OF YOUR INFORMATION SECURITY

Assuming you've chosen your security classifications, such as **Personal, Private and Confidential** and which types of messages you want to classify, Janusseal App for Outlook will take care of the rest for you, along with these benefits:
- **Control** - only the creator of the webmail message can assign a security marking
- **Is cloud based** - the code lives in the cloud, but the app is enabled at the Exchange Server (Office 365, Exchange Online or On Premise) (Janusnet also provides an On-Premise Edition of the product)
- **Awareness** – the security marking is visible to recipients so they know how to handle the messages
- **Improved monitoring** - mail security markings can be linked to your security systems
- **Compatibility with most browsers** - Internet Explorer, Mozilla Firefox, Google Chrome and Apple Safari
- **Compliance** – with various government Email Protective Marking Standards and it can be quickly configured for new corporate or alternative schemes.

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What you need

Janusseal App for Outlook works with these clients:

- Microsoft Outlook 2013 (Windows)
- Microsoft Outlook 2016 (Windows and Mac)
- Microsoft Edge
- Microsoft Internet Explorer 11
- Mozilla Firefox
- Google Chrome
- Apple Safari
- Outlook for iOS
- Outlook for Android

For Exchange 2010, click on Janusseal for Outlook Web App

JanusSEAL for Outlook Web App (Exchange 2010)

Be sure that all your **Outlook Web App** users assign a security tag or marking to their webmail - with **Janusseal**. It complements Janusseal for Outlook and uses the same rules and user interface.

Janusseal for Outlook Web App compels your users to assign a security tag or protective marking to every message (or meeting request or calendar item if you wish) they create within Outlook Web App.

Janusseal for Outlook Web App is installed at the Exchange Server and helps you to:

- Heighten awareness of security among your webmail users
- Maintain consistency with desktop Outlook usage
- Free up your IT security team for other priorities
- Get more out of your other IT security solutions.

How it works

Assuming you've chosen your security classifications, such as Personal, Private and Confidential and which types of messages you want to classify, Janusseal Outlook Web App will take care of the rest for you, and deliver these main benefits:

- **Control** - only the creator of the webmail message can assign a security marking
- **Certainty** - specified items cannot be sent from Outlook Web App unless security marked
- **Awareness** – the security marking is visible to webmail recipients so they know what to do
- **Improved monitoring** - webmail security markings can be linked to your security systems
- **Compatibility with most browsers** - Internet Explorer, Mozilla Firefox, Google Chrome and Apple Safari
- **Compliance** – with Email Protective Marking Standards for the UK (GPMS - GCSx CoCo 4.1) and Australian (EPMS 2012.3) Governments and it can be quickly configured for new, corporate or alternative schemes.

What you need

Janusseal for Outlook Web App works with these web browsers. Others are possible but not supported at this time:

- Microsoft Internet Explorer
- Mozilla Firefox
- Google Chrome

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- Apple Safari

JanusGATE for Exchange

Janusgate Exchange is a message processing engine that is an add-on for Microsoft Exchange Server 2010, 2013 and 2016. It allows Exchange system administrators to define far more powerful processing rules than is possible with the built in Exchange Transport Rules.

Janusgate Exchange allows an enterprise to put in place advanced message manipulation and internal e-mail security policy requirements in their Microsoft Exchange infrastructure without resorting to coding their own custom Exchange Transport Agent.

It comes supplied with a large range of predicates (condition testers) and processors that can be used to build complex messaging processing rules and can be readily extended if an organisation needs to perform additional condition tests or processing actions.

Janusgate Exchange uses the same rules processing engine that is at the heart of Janusgate Mobile so rules, predicates and processors used there can also be used in Janusgate Exchange.

Define your own rules - with Janusgate exchange

E-mail is the communication backbone of every modern organisation. The volume of data sent and received using e-mail far outweighs that of any other communication form today.
Organisations face numerous challenges in managing their e-mail flows and the valuable data contained within it. They may wish to manipulate message content so that it conforms to data structure and consistency requirements. They may wish to enforce security policies to prevent data loss.
To overcome these challenges organisations using Microsoft Exchange Server 2010, 2013 or 2016 can attempt to use its built-in Transport Rules capability, or they could code their own Exchange Transport Agent.
Those using Transport Rules often hit a wall when they find the rules that are available do not quite meet their requirements, or they end up with an administration nightmare of needing to have so many individual rules that they become impossible to maintain without fear of breaking the overall rule set.
If Transport Rules do not meet an organisation's requirements then, in the past, they may resort to coding their own Transport Agent. They end up satisfying their message processing requirements but have custom code they must then maintain.

Janusgate Exchange provides the means to overcome the limitations of Exchange's Transport Rules without having to resort to coding a Transport Agent. Out of the box it comes with a plethora of predicates and processors which allow an organisation to build advanced rule sets which go well beyond what is capable with Exchange Transport Rules. These rule sets can be used for message manipulation and enforcement of security policy.

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JanusGATE Mobile App (Requires janusGATE Exchange)

Janusgate Mobile simplifies the often complex area of corporate email security, providing a flexible, easy-to-use message filtering system that does not require any additional software on the remote devices.

With Janusgate Mobile, email, calendar, contacts, tasks and notes traffic can be filtered before it reaches the mobile device. If sensitive, users are alerted with a simple message enabling access to the full information from their corporate desktop, within the corporate-approved container or VDI window.

What's more, configurable filtering rules allow you to customise security settings to meet your specific organisational needs. With Janusgate Mobile, you can:

- Identify privileged information by email subject and/or body
- Allow people to use their device's native email apps
- Restrict content based on email classification
- Block all attachments while allowing the email body to pass
- Prevent email delivery while allowing calendar or contact information to pass
- Stop any Personally Identifiable Information (PII) being delivered to devices
- Redact specific types of information

Janusgate Mobile takes the complexity out of corporate email security, preventing sensitive emails from reaching mobile devices to greatly reduce the risk of information loss
Workplace Mobility Without The Risk

Mobile email security is usually complex, hard to manage, or detrimental to productivity. But the rising use of email on mobile devices means there is an increased risk of information loss if devices are lost or stolen outside your network.
The solution? Janusgate Mobile is simple to use and easy to manage. There is no additional software required at the devices, and no loss of functionality or speed. Most importantly, this flexible and practical solution is highly effective, making it simple for you to improve workforce mobility without the risk of information loss.

Comprehensive and flexible
Janusgate Mobile allows you to secure sensitive emails, with or without an existing email classification system. The solution works in conjunction with all popular EMM suites and allows you to set customised filtering rules.

Adaptable and scalable
Add new devices, customise rules by device or user role, and quickly provide temporary or contract employees with secure mobile access. With Janusgate Mobile, it's easy to scale-up without high cost, complexity or waiting time.

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Rapidly deployed with no functionality loss

With Janusgate Mobile, set-up is quick and easy. The connection between the device and Exchange Server is unaffected and you can continue using existing security like TLS or IPSec for authentication or encryption.

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