

# **ZixSelect for Outlook Administrator Guide**

**Version 7.0**

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## Acknowledgements

The *ZixGateway*® service uses software licensed from dtSearch Corp. ([www.dtsearch.com](http://www.dtsearch.com)) to provide the content pattern matching functionality.

Visit <http://www.zixcorp.com/acknowledgements/> for a complete list of acknowledgements for the *ZixCorp*® email encryption products and services.

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## What's New in ZixSelect 7.0

Zix is pleased to present the newest version of ZixSelect, filled with additional and updated features. This document section describes the new features and enhancements in ZixSelect version 7.0.

### New Encryption Functionality

ZixSelect is now operated as a toggle option for encrypting messages.

### Support for Mac and Multiple Mail Clients

ZixSelect is now available on the following clients for Mac and Windows:

- Outlook 2016 and 2019 for Mac and Windows
- Outlook 365
- Outlook Web Access (OWA) 2016 and 2019
- Outlook for mobile browsers

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## Overview

ZixSelect is a Microsoft Outlook™ add-in that allows you to protect sensitive information in messages by adding a **Encrypt Message** option to Outlook. ZixSelect works with the ZixGateway version 6.6 (Patch 7 or higher) to allow you to designate messages for encryption.

The following document describes how to download, deploy, and use ZixSelect 7.0 for Outlook.

## Deploying ZixSelect for Your Organization

Administrators can also choose to deploy ZixSelect on user workstations in their organization by following one of the procedures below.

**Note:** You must upgrade your ZixGateway appliance to version 6.6 patch 7 before you can use this version of ZixSelect. Otherwise, your appliance will not correctly send encrypted messages.

### To deploy ZixSelect for Exchange 2016 or 2019:

1. Uninstall any previous versions of ZixSelect.
2. Download the **ZixSelect\_7.0.0.zip** file from the Zix Customer Support Website.
3. Unzip the file contents to a secure location on your computer.
4. In your Microsoft Outlook administrative interface, navigate to the **Add-ins** screen of the **Exchange admin center**.
5. On the **Add-ins** screen, select the option to add a custom add-in from file.
6. Browse to the **ZS7.0.0\_encryptonly.addin.xml** file on your computer and select it.
7. Select **Open**.
8. Refer to the Microsoft documentation for further instructions on deploying custom add-ins to your organization.

### To deploy ZixSelect for Office 365:

**Note:** The following procedure uses the **Classic admin center** view.

1. Download the **ZixSelect\_7.0.0.zip** file from the Zix Customer Support Website.
2. Unzip the file contents to a secure location on your computer.
3. In your Microsoft Outlook administrative interface, navigate to the **Services and add-ins** screen of the **Microsoft 365 admin center**.
4. On the **Services and add-ins**, select **Deploy add-in**.
5. Select **Next**.
6. Select **I have the manifest file (.xml) on this device**. Browse to the **ZS7.0.0\_encryptonly.addin.xml** file on your computer and select it.
7. Select **Next**.
8. On the following screen, select from the available to specify who has access to ZixSelect.

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9. Select **Deploy Now**.
  10. Select **Next** after seeing confirmation that the add-in has been deployed.
  11. Follow the on-screen prompts if you want to announce the add-in deployment to your users. Otherwise, select **Close** to finish the process.

**Note:** It can take up to 12 hours for the add-in to fully deploy throughout your organization.

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## Using Encrypt Message

When users compose a message in Microsoft Outlook, the **Encrypt Message** option enables users to send the email as an encrypted message according to your organization's policies. The **Encrypt Message** option displays on the **Message** tab for new emails in the Outlook client. On web versions of Microsoft Outlook, you can find **Encrypt Message** under:

- The **ZixSelect Lock icon** option on the **New message** screen for Outlook Web Access.
- The ... option for Office 365.

**Note:** Users accessing ZixSelect through a mobile web browser will find the encryption options under **More (...)** > **Add-ins**.

## Using ZixGateway Encryption with Microsoft Outlook

Users can also choose to allow ZixGateway to determine how to encrypt a message. To allow ZixGateway to encrypt the message based on your defined corporate policies, do not select the **Encrypt Message** option when composing a new message.

## Enabling ZixSelect for ZixEncrypt Standard Hosted

To enable ZixSelect to work for ZixEncrypt Standard Hosted, you must first create a policy in ZixCentral or the Customer Portal to enable encryption for all Outlook clients.

### To create the required policy for ZixEncrypt Standard Hosted:

1. Log-in to your management interface (either ZixCentral or Customer Portal).
2. Select **Email Encryption**.
3. Select **Encryption Policies**.
4. Select **Manage**.
5. Select **Add New**.
6. Select the **Edit** icon next to the **Subject**, **Body**, and **Attachments** fields.
7. Select the **Arrow** button in the **Glossary and Bindings** pane to create a new glossary entry.
8. Select **Expression**.
9. Enter **Send Encrypted** into the **Expression** field and select **Add**.
10. Enter **ZixSelect Encrypt Keyword** and select **Add to Glossary**.
11. Locate the **ZixSelect Encrypt Keyword** glossary entry and check the box under the **Body** column.
12. Select **Ok**.
13. Enter **ZixSelect Encryption Keyword** in the **Label** field.
14. Select **Enable All Patterns** in the **From** and **To** fields.
15. Select **Encryption** under the **Actions** section.

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16. Ensure that **VPM S/MIME**, **ZixVPM**, **ZixMail**, and **ZixPort** are all selected options in the **Encryption** section.
  17. Select **Apply**.
  18. On the **Manage Cluster** tab, select the icon next to **Deploy and Cycle** to deploy and cycle the cluster.

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## ZixSelect Encryption

When a user selects **Encrypt Message**, `x-vpm-select: select` is added to the MIME headers of the outgoing message, which forces the ZixGateway encryption.

### Banner Encryption

On certain platforms, X-headers may not be supported. For those clients, ZixSelect will instead insert a blue banner at the beginning of the message body notifying the sender that the message will be encrypted by ZixGateway. ZixGateway will remove the banner before delivering it to the recipient.

**Note:** Removing the blue banner will only occur for users of ZixGateway version 6.6 Patch 7 or later.

**Warning:** Banner Encryption only occurs when the blue banner is present in the body of the message. If a user wishes to send a message without encryption, they should re-select the **Encrypt Message** option to remove the banner.