

PRODUCT DATA SHEET

Mailock Outlook Add-in

For businesses that use Outlook For Windows as their email provider, the Mailock Outlook add-in integrates security directly into your everyday processes. Seamless and intuitive, the Outlook add-in makes email security easy, protecting your business from data leaks with the click of a button. If you aren't an Outlook user, don't worry, the add-in isn't a mandatory requirement, as Mailock works with any web browser.



FUNCTION	DESCRIPTION
Secure email toggle	Located in the Outlook ribbon, the secure email toggle allows you to double-check if you are sending your message secured or unsecured, easily switching from one to the other.
Auto-decrypt	Double-click on any Outlook message that was secured with Mailock and it will be automatically decrypted. This ease-of-use function ensures that secure messaging becomes part of your everyday processes and doesn't disrupt your workflows.
Authentication	As part of our packages, we offer varying levels of security and a choice of verification techniques. For Mailock Free and Pro licenses, we provide email address verification and Q&A authentication. Q&A allows you to ask your recipient a question only they will know the answer to, verifying their identity and ensuring your email remains safe from third parties. For Pro licences, we offer additional methods including SMS and Unipass ID authentication.
Revoke	Although our verification process prevents unintended recipients from accessing your email, human error can still occur when typing the wrong message or attaching the wrong document. Revoke is a feature that allows you to instantly recall your secure message and attachments, and can be completed by the sender without the help of IT administrators.
Read notifications	Engagement with customers is one of the key benefits of using secure email. Read notifications allow senders to be aware of when messages are opened by recipients, enabling them to follow up at the right time.
Audit trails	Look at who has opened, or failed to open your secure messages. You can even check which Mailock identity verification process you set.
Trigger words	Trigger words are available to all - as a pre-configured default set for Free users and as a customisable set for Pro licence holders.
Recipient validation	Optional function that allows users to check they are sending a secure message to the correct person by confirming the recipient's email address.