Introduction



Thank you for purchasing or evaluating SendGuard.

Why SendGuard?

SendGuard **prevents embarrassing mistakes** that can make your emails look **unprofessional** and **waste your valuable time**.

How does SendGuard work?

SendGuard is an Outlook addin that works inside Outlook so that you can continue to work the same way you always have. It will automatically check all emails as they are being sent and warn you if it detects a potential problem.

- It looks for clues that you meant to attach a document and warns you if you didn't.
- It warns you if you click "Reply" on a message with multiple recipients.
- It asks for confirmation when you click Reply-All. You can adjust this setting so that it warns you only when you were BCC'd.
- It warns you if the subject is blank. A message with a blank subject is more likely to get caught in a spam filter.
- (For users with multiple email accounts) When you email someone for the first time, it'll ask you if you want to establish the address from which you're sending the message as your preferred sender account for that person. In the future, you'll receive a warning if you try to email that person from a different email address.
- You can set up a delay for all outbound email or outbound email to certain addresses so that you can change your mind about what you wrote before it's too late.
- It gets confirmation from you before sending your emails to all or selected recipients.

How Easy Is SendGuard To Use?

SendGuard takes almost no time to learn.

Just compose and send your e-mails like you have always done.

Whenever you click Reply, Reply To All or Send, SendGuard checks the email and then takes appropriate action as needed.

It is as easy as this to get started using SendGuard.

Purchase SendGuard for Outlook

System requirements: SendGuard works seamlessly with Microsoft Outlook 2007, 2010 and 2013.

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Super Quick Start Guide



Getting SendGuard to Check Your Emails

Just compose and send your e-mails like you have always done.

Whenever you click Reply, Reply To All or Send, SendGuard checks the email and then takes appropriate action as needed.

Changing Settings

The checks that SendGuard makes on your emails can be changed by modifying the SendGuard settings. To do this ...

If you are using Outlook 2007:

- Start Outlook and go to your Inbox.
- Click Tools > Standss > SendGuard > Settings to display the Settings screen.
- Click on the appropriate tab and make changes as necessary.
- Click OK to save your changes.

If you are using Outlook 2010 and 2013:

- Start Outlook and go to your Inbox.
- Click on Standss Outlook Addins tab
- Click on SendGuard > click "Settings" to display the Settings screen.
- Click on the appropriate tab and make changes as necessary.
- Click OK to save your changes.

System Requirements



To use SendGuard you need: Outlook 2007, 2010 or 2013. You also need approximately 9MB of free disk space

NOTE: SendGuard does NOT work with Outlook Express

Installation

To install SendGuard on a computer, you need to have administrative rights. The installation process doesn't take much time.

Before you run the setup file, make sure that Microsoft Outlook is closed.

All you need to do is to run the setup file and follow the instructions. There is no need to restart your computer, so you can run the program right after it is installed on your machine.

After installation is complete, start Microsoft Outlook. You should see the SendGuard under Tools menu > Standss. If the menu does not appear, restart your computer and then re-open Outlook. Windows sometimes has a hidden copy of Outlook running which prevents SendGuard from starting.

Uninstall

To uninstall SendGuard:

- 1. Exit Microsoft Outlook.
- 2. In the Windows "Start" menu > All Programs > choose Standss Outlook Addins > SendGuard.
- 3. Click "Uninstall".

Follow the instructions to complete the uninstall.

You can also uninstall through the "Settings" option in the Windows "Start" menu. Select "Control panel", choose "Add/Remove programs", find SendGuard in the list of currently installed programs and click "Add/Remove" button.

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Frequently Asked Questions



The following are the main questions asked by SendGuard users. Please email us at support@standss.com if your question is not answered below or for more information visit our Knowledge Base.

Compatibility

- What versions of Outlook does this software work with?
- What versions of Microsoft ® Outlook ® does this software work with?

Installation and Registration

- How can I get an executable copy of SendGuard to install on my computer?
- How can I register SendGuard on my computer?
- I get an error message saying "Registration Unsuccessful" while activating SendGuard?
- I get an error message "The unlock code has already been activated on another computer." while activating SendGuard?

License Enquiries

- I have misplaced my unlock code. How can I retrieve my registration information?
- How do I transfer my license from one computer to another?
- I need to reformat my computer. Will my unlock code still work after reformatting.

General Questions

- Does SendGuard for Outlook work with Outlook Express?
- I do not get a message automatically, asking to add any new e-mail address to the SendGuard List.
- I do not get notified to select an Account when sending e-mails anymore. How can I configure SendGuard to display this message every time?
- I do not see the Tools > Standss > SendGuard menu in Outlook?

Compatibility

What versions of Windows does SendGuard work with?

- SendGuard is fully compatible with Windows XP, Windows Vista, Windows 7 and Windows 8.
- What versions of Outlook does this software work with? SendGuard can be used with Outlook 2007, 2010 and 2013. Both 32-bit & 64-bit versions of Outlook.

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Installation and Registration

How can I get an executable copy of SendGuard to install on my computer?

Click on the link below to download SendGuard: www.standss.com/sendguard/download_process.asp

- How can I register SendGuard on my computer?
- Click on this link to get detailed instructions on how to register SendGuard on your PC.
- I get an error message saying "Registration Unsuccessful" while activating SendGuard?

This error normally occurs if you are either:

- 1. Entering your unlock code or name incorrectly or
- 2. Have installed the wrong software.

<u>Click here for detailed instructions to solve this problem.</u>

I get an error message "The unlock code has already been activated on another computer." while activating SendGuard?

Each license of SendGuard can be used on one computer only. If you are installing the software on the same computer and this message appears, please contact our support team with details.

If you wish to transfer your license from one computer to another (e.g. you have purchased a new computer), <u>click here for instructions on transferring licenses between computers</u>.

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License Enquiries

I have misplaced my unlock code. How can I retrieve my registration information?

<u>Click here</u> and follow the instructions on the page to retrieve your unlock code.

How do I transfer my license from one computer to another?

To transfer a license from one computer to another, you need to deactivate it on the first computer before it can be activated on the second.

To deactivate please follow the steps below:

If you are using Outlook 2007:

- Open Microsoft Outlook and go to your Inbox
- Select the **Tools** menu.
- Choose Standss > SendGuard
- Click **About SendGuard**
- Click the **Deactivate** button to deactivate.

If you are using Outlook 2010 or 2013:

- Open Microsoft Outlook and go to your Inbox
- On the menu
- Choose Standss Outlook Addins > SendGuard
- Click About SendGuard
- Click the **Deactivate** button to deactivate.

You will now be able to install the software on another computer and activate it again.

I need to reformat my computer. Will my unlock code still work after reformatting.

Please deactivate your software first before formatting your computer. This will enable you to install and activate again after formatting.

To deactivate please follow the steps below:

If you are using Outlook 2007:

- Open Microsoft Outlook and go to your Inbox
- Select the **Tools** menu.
- Choose **Standss** > **SendGuard**
- Click **About SendGuard**
- Click the **Deactivate** button to deactivate.

If you are using Outlook 2010 or 2013:

- Open Microsoft Outlook and go to your Inbox
- On the menu
- Choose Standss Outlook Addins > SendGuard
- Click About SendGuard
- Click the **Deactivate** button to deactivate.

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General Questions

Does SendGuard for Outlook work with Outlook Express?

No. SendGuard for Outlook works with Microsoft Outlook 2007 and later.

I do not get a message automatically, asking to add any new e-mail address to the SendGuard List.

You will not get a message if SendGuard is configured to NOT display a message to add e-mail address to SendGuard list. To configure SendGuard to display this message:

- Open Outlook and go to your Inbox
- Go to your Inbox
- On the Tools menu, click Standss > SendGuard.

- Click Settings. The SendGuard Settings screen will open.
- On the Send Account tab, under "How to set Preferred Accounts", choose the option "Automatically display option to add address to list if I am using an address not in the list".

I do not get notified to select an Account when sending e-mails anymore. How can I configure SendGuard to display this message every time?

To configure SendGuard to display a message when sending an e-mail:

- Open Outlook and go to your Inbox
- Go to your Inbox
- (For Outlook 2007) On the menu, click Tools > Standss > SendGuard
- (For Outlook 2010 and 2013) On the menu, click Standss Outlook Addins > SendGuard
 - Click Settings. The SendGuard Settings screen will open
- On the Send Account tab, under "Action SendGuard will take when sending using a NON-Preferred Account", choose the option "Notify me and let me choose the preferred account".
- A message will be displayed to select an account each time you send an e-mail.

I do not see the Tools > Standss > SendGuard menu in Outlook?

SendGuard may be disabled by Outlook. To re-enable SendGuard:

If you are using Outlook 2007:

- Start Outlook and Go to Inbox
- Select Help > Click Disable Items
- If SendGuard is displayed on the screen that appears, select it and click Enable
 - Restart Microsoft Outlook. Is the SendGuard toolbar now visible?

If you are using Outlook 2010 or 2013:

- Start Outlook and Go to Inbox
- Click on File tab -> select Options

- Click on Add-ins on the Options screen
- Select Disabled Items from the Manage dropdown and click Go
- If SendGuard is displayed on the screen that appears, select it and click Enable
 - Restart Microsoft Outlook. Is the SendGuard toolbar now visible?

If the above does not solve your problem, Check to see that SendGuard is installed properly:

- Start Outlook and go to your Inbox
- Click Tools Options
- Click Other tab
- Click on the Advanced Options button
- Click on Com-Addins button
- Verify that SendGuard is on the list, and it should be ticked.
- If SendGuard is not ticked, then do so.

If your problem is unsolved try reinstalling SendGuard

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If you do not find the answer to your questions on this page, you may find more information in our **Knowledge Base**.

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Purchasing & Registering SendGuard



The evaluation copy of SendGuard version will run for 30 days after installation. The evaluation version is identical to the full version but will get disabled after 30 days.

After that you will need to register the program to continue using this powerful application.

To purchase your own licensed copy of SendGuard:

Go to our website http://www.standss.com/orders.asp

Follow the instructions on the web site to purchase a license and complete registration.

Registering SendGuard

After you have purchased a license to unlock SendGuard, you will be sent an email with your unlock code.

Print out a copy of the e-mail with the unlock code.

- 1. Restart Microsoft Outlook. The evaluation screen will be displayed. (If this screen is not displayed, you may need to restart your Computer as Windows sometimes keeps a hidden copy of Outlook running)
- 2. Click the Register button.
- 3. Enter your registered name and unlock code EXACTLY as shown in the email. Pay particular attention to spaces and capitalization.
- 4. Click OK. The Activate SendGuard screen will open up.
- 5. Select a method to use for Activating SendGuard.
- 6. Click OK to activate SendGuard and to continue using SendGuard.

Automatic Network Deployment



SendGuard for Outlook has special features for corporate deployment and management control.

Please contact us at <u>sales@standss.com</u> for an MSI installation package and instructions for customizing and deployment using Windows Server Group Policies.

SendGuard Technical Support:

E-mail: support@standss.com
Web Site: www.standss.com

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How does SendGuard work?



SendGuard checks your outgoing emails to ensure that they are going to the correct people with all the required information.

SendGuard's 6 built-in "Guards" will check your emails as you are writing them and before you send them out.

- 1. **Attachment Guard:** Warns you if you have forgotten to attach a file that needed to be sent with the email. It assumes that you probably meant to attach a file if your email includes words such as "attach" or "include". You can configure the list of words that will trigger the warning.
- 2. **Subject Guard:** Warns you if you have accidentally left the Subject of an email blank (which can get your emails blocked by SPAM filters)
- 3. **Reply Guard:** Ensures that you do a Reply or Reply to All as appropriate
- 4. **Account Guard:** (If you have multiple email accounts setup in Outlook) Ensures that you use the correct email account for each person
- 5. **Automatic Delay (Bad-Mood Guard):** Automatically delays your emails by a preset time in case you need to change it (for those times when your mood has resulted in undiplomatic replies)
- 6. **Send Confirm:** Gets confirmation from you before sending our emails to all or selected recipients. Can also be set to warn if number of recipients on the email exceeds a user defined quantity.

Attachment Guard



Have you ever **forgotten to attach a file to an email** before sending it out? This is really **annoying** for both senders & receivers. It makes the sender look **unprofessional** and **wastes time** for both parties.

Write and send your email as you normally would.

This Outlook add-in scans your email after you press send and warns you if you used words that indicate there should be an attachment, but did not attach a file.



If you had meant to attach a file to your email, then click on "Don't Send". Clicking on "Don't Send" button will take you back to the email compose screen where you can edit your email and attach the file you intended to send. However, if you wanted to send the email without any attachments, then click "Send Anyway".

The Attachment Guard checks your email for certain keywords to see if you intended to attach a file. You can change the keywords from the settings screen.

How to change Settings?

Subject Guard



Blank Subjects can also be a problem. In addition to making your email look **unprofessional**, it also increases the chances that the **recipient will ignore your email** because it is not immediately apparent what your email is about. In addition many **spam filters automatically classify blank subject emails as spam**.

Write and send your email as you normally would.

SendGuard will warn if you try and send an email with a blank subject as shown below:



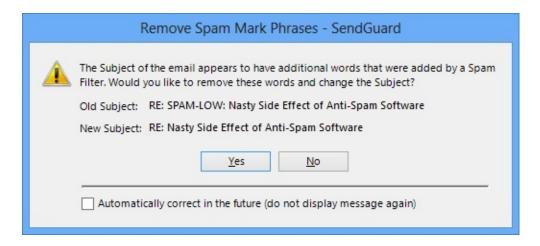
You can do the following on the Empty Subject screen:

- You can enter the subject into the Subject field provided and click on OK.
- To send the email without a subject, click on OK.
- Click Cancel if you would like to go back to the email and edit it manually

Anti-spam software marks or suspects Spam emails by adding "SPAM-HIGH", "SPAM- MED" or "SPAM-LOW" to the Subjects. Now if you Reply, Reply-to-all or Forward any of these emails, the **Spam Marks** are left in there.

SendGuard will clean up your Subject line if it has any SPAM labels added to it

by your Spam Filter. When you click Reply, Reply-to-all or Forward, SendGuard will warn you and suggest the new subject for you

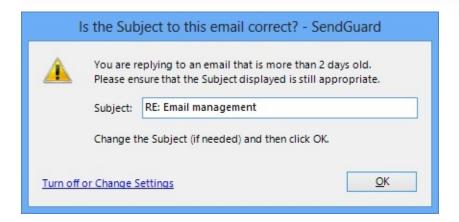


You can do the following on the Remove Spam Mark Phrases screen:

- Click Yes to have the subject of the email changed to one shown in the New Subject line
- Click No to keep the current subject of the email (subject of email will still remain as the one displayed in the Old Subject line)
- Tick the option **Automatically correct in the future (do not display message again)** for SendGuard to automatically correct the subject of the email by removing the spam marks from the reply/reply to all/forward email subject.

A common cause of grief for email users is **misleading Subjects**. Emailers often reinitiate contact with others by replying to an earlier email (instead of creating a new email and typing in the email address). Unfortunately they forget to change the Subject which means the Subject often has nothing to do with what the new email is about.

When you click Reply or Reply-to-all, SendGuard will warn you about the old subject:



You can modify the subject as appropriate and click OK.

Settings for Subject Guard can be changed from the Settings Screen: <u>How to change Settings?</u>

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Reply Guard

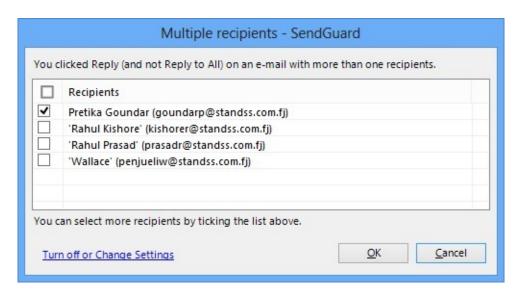


Replying to the wrong people can be both **professionally embarrassing and costly**.

Click Reply or Reply to All on an email as you normally would.

SendGuard will warn you if:

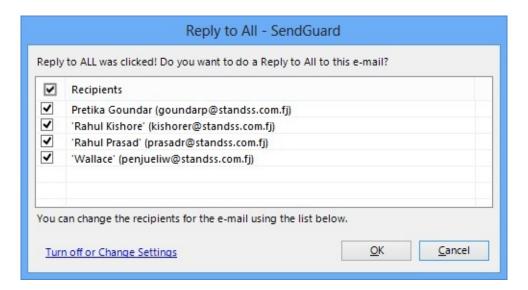
You do a Reply (instead of a Reply To All) on any email that originally had multiple recipients - Are you keeping everyone informed? The following screen will be displayed giving you the option to select the recipients that you would like to be included in your Reply email:



You do a Reply to All on an email on which you were BCCed. (The original sender probably BCCed because he did not want the other recipients to know that you are also receiving a copy of the email - a Reply to All will immediately alert them)



You do a Reply to All on any email. This can be turned off but many users prefer to get confirmation so that they are not accidentally communicating their thoughts to the wrong people. The following screen will be displayed giving you the option to select the recipients that you would like to be included in your Reply to All email:



Settings for Reply Guard can be changed from the Settings Screen. How to change Settings?

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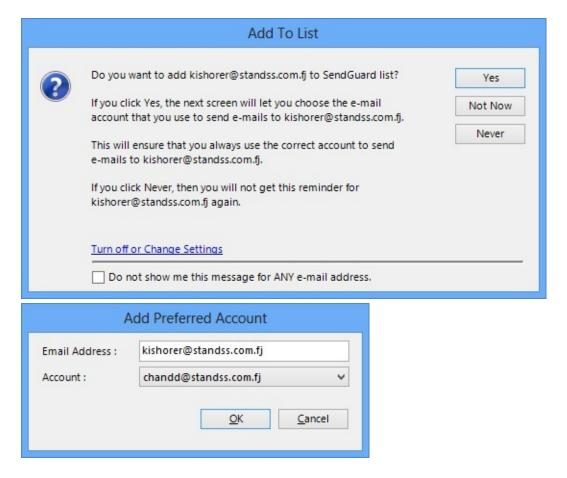
Send Account Guard



Do you have **more than one email account** setup in Outlook? Using the **wrong email account** to send an email can make you look **unprofessional** and **cost your business**. Our Outlook addon lets you set a **default email account for each person** you communicate with so that you **always use the correct email account**.

Write and send your email as you normally would.

If SendGuard does not recognize the email address of the person you are writing to, it will let you assign a default email account to it.



The next time you try and send an email to that person using the wrong account, SendGuard will automatically warn you and let you send using the correct account at the click of a button.



You can either choose to Use Your Preferred Account, or choose another account from the account list, or select the option to Go back to e-mail option and click OK.

Adding/Editing/Deleting Preferred Accounts

The preferred sending account (for each person you communicate with) is stored in a list. SendGuard automatically asks you to add items to this list as you send out emails.

You can also maintain this list from the Tools menu

- Start Outlook and go to your Inbox.
- On the menu, click Tools > Standss > SendGuard.
- Click Send Account (Preferred) List to display the Accounts screen.

For Outlook 2010 and 2013:

- Click on the "Standss Outlook Addins" Tab
- On the "SendGuard" section > click Send Account (Preferred) List to display the Accounts screen.

Settings for Account Guard can be changed from the Settings Screen. How to change Settings?

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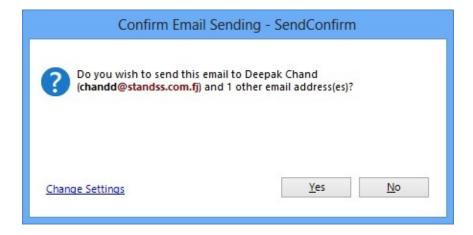
Send Confirm



SendConfirm checks your outgoing emails to ensure that they are going to the **correct** people.

Write and send your email as you normally would.

SendConfirm will display the following message to get confirmation before sending emails to all or selected people:



Settings for Send Confirm can be changed from the Settings Screen. <u>How to change Settings?</u>

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Automatic Delay (Bad-Mood Guard)



Have you ever **wished that you had NOT sent an email**? Maybe your response was "**undiplomatic**" because you were **angry** when replying.

This component of the SendGuard Outlook addon can delay the sending of your emails by a fixed number of minutes (set by you) so that you can get some time to change your mind.

Write and send your email as you normally would.

The delay can be automatically applied to outgoing emails or SendGuard will check with you before delaying an email.



You can also easily setup SendGuard to either delay all emails, only emails to certain email addresses or don't delay emails to specific email addresses.

How to send selected emails out immediately when they have been delayed: Go to your default Outbox folder and select an email which you want to send now:

Option 1: Right click on the selected email and click "Send Now".

Option 2: Open the email by double clicking on it. Tick the checkbox on the ribbon called "Send Now" under the SendGuard group and click "Send" on the email.

Settings for Delay Guard can be changed from the Settings Screen. <u>How to change Settings?</u>

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SendGuard Settings



To open SendGuard Setting screen:

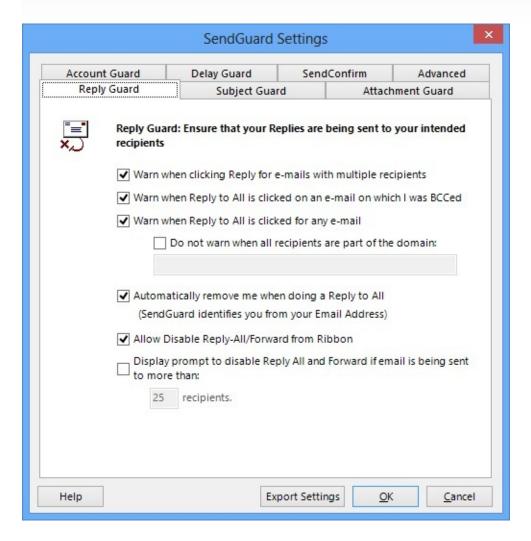
For Outlook 2007:

- Click "Tools"
- Click on "Standss" > "SendGuard" > "Settings"

For Outlook 2010 and 2013:

- Click on the "Standss Outlook Addins" Tab
- From the "SendGuard" section > click "Settings"

Reply Guard



Warn when clicking Reply for e-mails with multiple recipients - warns you if you click "Reply" on a message (instead of Reply to All) with multiple recipients.

Warn when Reply to All is clicked on an e-mail on which I was BCCed

- warns you if you click "Reply to All" on a message on which you were BCCed on.
- (A "Reply to All" will immediately alert the other recipients that you also received the original message.)

Warn when Reply to All is clicked for any e-mail

- warns you if you click "Reply to All" on any e-mail

Do not warn when all recipients are part of the domain

- does not warn you if all the recipients of the e-mail are from the specified domain. [You can enter multiple domains separated by ';' eg.

domain1.com;domain2.com]

Automatically remove me when doing a Reply to All

- When you do a "Reply to All", this option removes your email address from the recipients of the e-mail

Allow Disable Reply-All/Forward from Ribbon

- When you compose an email, the "Reply to All" or "Forward" feature of the email can be disabled. SendGuard displays options on the ribbon.
- By using this feature, the recipients of the email will not be able to perform a "Reply-All" or "Forward" on the current email.

Note: This feature is only supported on Exchange environment.

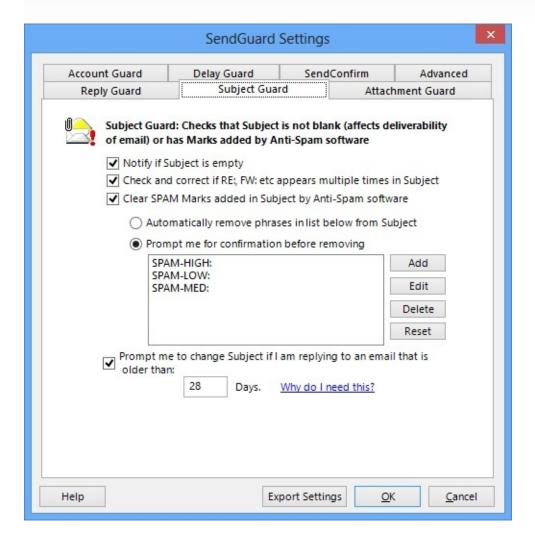
Display prompt to disable Reply All and Forward if email is being sent to more than:

- When you compose an email, the "Reply to All" or "Forward" can be disabled. You can also set to get confirmation to disable "Reply-All" or "Forward" on the current email,

if the number of recipients on the email that you are sending, exceeds a user defined quantity.

Note: This feature is only supported on Exchange environment.

Subject Guard



Notify if Subject is empty

- warns you if the subject of the e-mail that you are sending is blank.

Check and correct if RE:, FW: etc appears multiple times in Subject

- Checks the subject of the email and corrects the reply & forward tags in it.

Clear SPAM Marks added in Subject by Anti-Spam software

- Removes the SPAM Marks listed in the List above from the subject of the email.

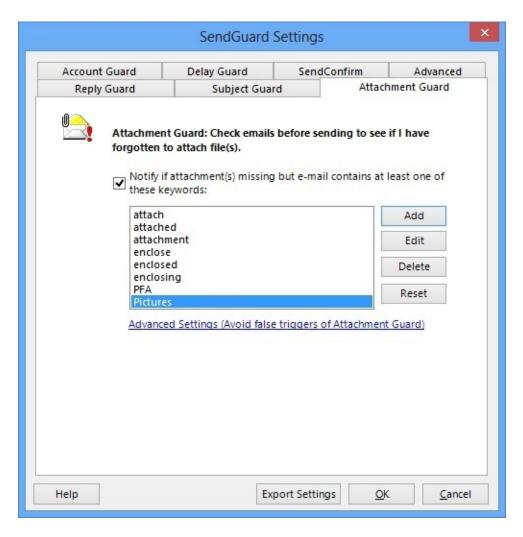
Prompt me to change Subject if I am replying to an email that is older than x days

- This attempts to solve the emailers problem of misleading Subjects.

Emailers often reinitiate contact with others by replying to an earlier email (instead of creating a new email and typing in the email address).

Unfortunately they forget to change the Subject which means the Subject often has nothing to do with what the new email is about.

Attachment Guard



Notify if attachment(s) is missing ...

- warns you if you used words that indicate there should be an attachment to the e-mail that you are sending, but you did not attach a file.
- You can also use the 'Add' and 'Delete' buttons to customize the list of keywords that you normally use (to indicate that there should be an attachment) to provide a better protection.

Advanced Attachment Guard Settings

Do you have signature, disclaimer etc in your emails that has words in it that triggers Attachment Guard or do you have a Business Card(vCard) etc in your

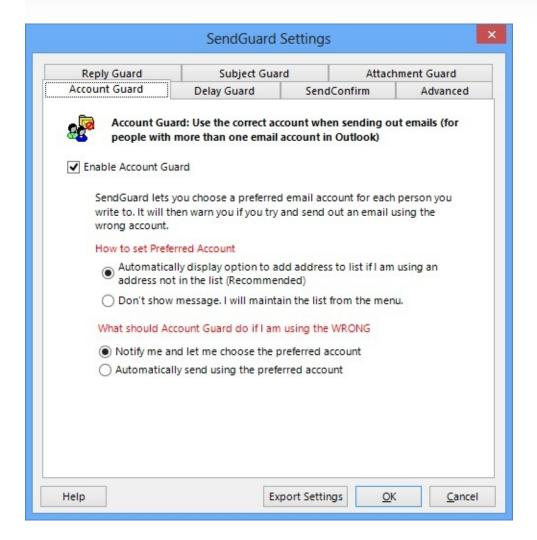
emails that stops Attachment Guard from working? On the 'Attachment/Subject Guard' tab, click on the <u>Advanced Settings (Avoid false triggers of Attachment Guard)</u> to arrive to the screen shown below.



Ignore text: Type in the text that you want to ignore as it appears on your signature, etc (If possible, copy and paste the text.) Attachment guard will ignore this text block when scanning for the attachment keywords in your email.

Ignore attachment: Enter the full name (with extension) of the attachment that you want attachment guard to ignore when scanning for the attachments.

Account Guard



Account Guard makes it easier for you to send e-mails. You no longer have to remember to select an account again.

When you send an e-mail, SendGuard changes the sending account when you click Send automatically. All you need to do is tell SendGuard once which account to use for an e-mail address and SendGuard will do all future changes itself.

How to set Perferred Accounts

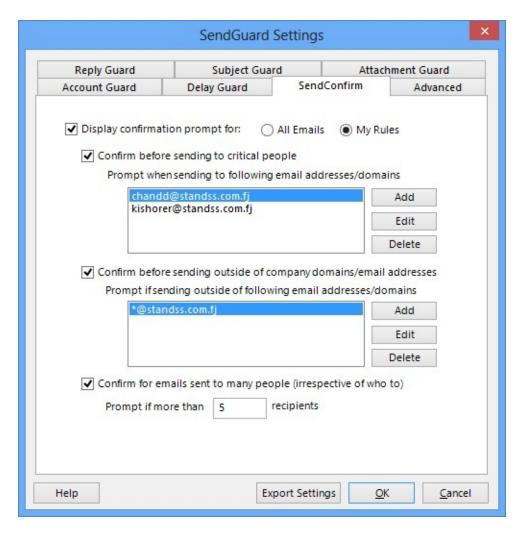
- When the first option (Automatically display option to add address to list ...) is selected, a screen will appear when sending an e-mail to a person whose e-mail address is not in the Send Account list. This screen will allow you to assign an e-mail account to the recipients e-mail address.
- If you select the second option (Don't show message...), you will have to maintain this Send Account (Preferred) list manually.
 - To open the Send Account (Preferred) list:

- Goto Inbox
- On the menu, goto Tools > Standss > SendGuard > Send Account (Preferred) List

What should SendGuard do if I am using the WRONG account

- If you have already assigned an e-mail account to a particular e-mail address and are trying to send an e-mail using a different (WRONG) account, what do you want SendGuard to do. Should it notify you and let you choose which account to send the e-mail from or automatically send the e-mail from your preferred account?

Send Confirm



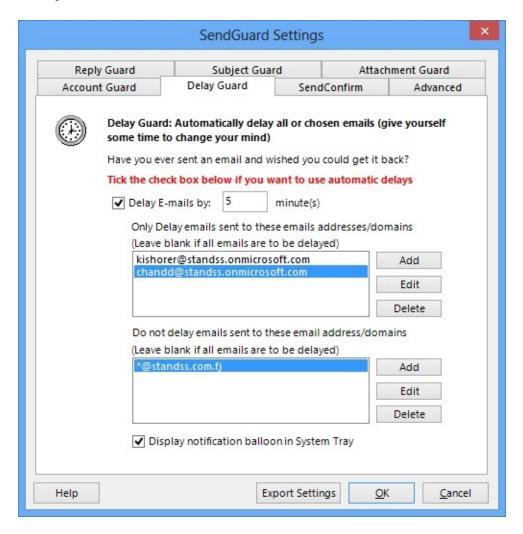
Send Confirm gets confirmation from you before sending your emails to all or selected recipients.

From this screen, you can also set to get confirmation if the number of recipients on the email that you are sending, exceeds a user defined quantity.

Options	Descriptions
Display confirmation prompt for:	All Emails: SendConfirm will prompt for all email(s) during email sending process. My Rules: SendConfirm will prompt for those email(s) which satisfies the rules which you have specified. This prompt will be shown during email sending process.
Confirm before sending to critical people	Displays a prompt during email sending process for those email address(es) or domains specified. Note: domains can be added as "*@standss.com.fj" without the quotation marks.
Confirm before sending outside of company domains/email addresses	Does not displays a prompt during email sending process for those email address(es) or domains specified. Note: If email address or domains are entered in "Confirm before sending to critical people", first priority will be given to this section.
Confirm for emails sent to many people (irrespective of who to)	Displays a prompt during email sending process for all email addresses regardless of what settings are kept in "Confirm before sending to critical people" and "Confirm before sending outside of company domains/email addresses". Note: This option will only be taken into account if the email recipients are more then the count specified.
Display	Default Messages: SendConfirm prompt will show its default message during email sending process. Custom Messages: You can customize the SendConfirm prompt shown during email sending

process.

Delay Guard

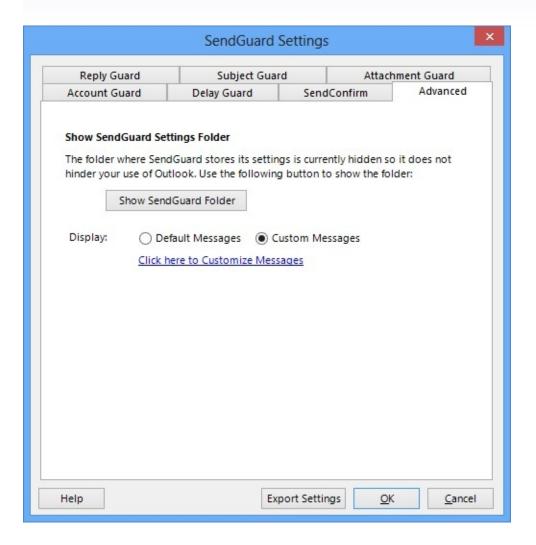


This screen allows you to delay the sending of your emails by a fixed number of minutes (set by you). You can choose whether you want to delay:

- all e-mails (by leaving both the lists empty)
- only delay e-mails that are sent to specific e-mail addresses.
- dont delay e-mails that are sent to specific e-mail addresses.

SendGuard also allows you to get a confirmation before delaying any e-mails.

Advanced Settings



SendGuard lets you customize SendGuard messages. Users can use *Default* or *Custom messages* depending on their organizational requirements.

SendGuard also has the feature of exporting its settings into a file. <u>Click here</u> for more details.

Export SendGuard Settings



Apply/Transfer SendGuard settings to another computer

SendGuard allows its users to export all its settings. This feature can be very useful when a Company/Organization wants the same SendGuard settings for all its users.

Export SendGuard Settings Open the SendGuard Settings screen:

- 1. Open Outlook and go to Inbox
- 2. Getting to the Settings screen:

For Outlook 2007:

[▶] Go to Tools menu > Standss > SendGuard > Settings

For Outlook 2010 and 2013:

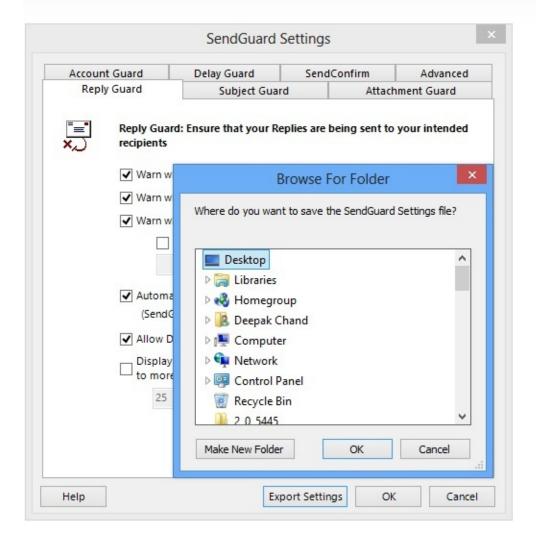
- Click on the "Standss Outlook Addins" Tab
- From the "SendGuard" section > click "Settings"

Before you export the settings, make sure you save the current settings:

- 1. Make changes to the SendGuard settings as you prefer
- 2. Click 'OK' button to save the changes

Now open the Settings screen again and follow the steps below to export the settings:

1. On the Settings screen, click on 'Export Settings' button:



- 2. Use the 'Browse for Folder' screen that appears to browse for a location where you want to save the Settings file and click OK
- 3. A 'SendGuard_Settings.ini' file will be created at your chosen location.

Apply SendGuard settings to a different computer

On the computer on which you want to apply the SendGuard settings:

- 1. Go to the SendGuard installation folder. By default it is C:\Program Files\Standss\SendGuard
- 2. Put the 'SendGuard_Settings.ini' file that you exported in the installation folder.
- 3. Re-start Outlook
- 4. The new SendGuard settings should be applied

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Contact Information



Any person or a company interested in cooperation with Standss (South Pacific) Limited or Standss.com is welcome to contact us and discuss mutually profitable business relations.

Address:

PO Box 2485, Government Buildings, Suva, Fiji

Fax: +(679) 330 4864 Phone: + (679) 330 4554 E-mail: <u>info@standss.com</u>

Time zone: GMT+12

SendGuard Technical Support:

E-mail: support@standss.com
Web Site: www.standss.com

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