



## What is ClassifyIt?

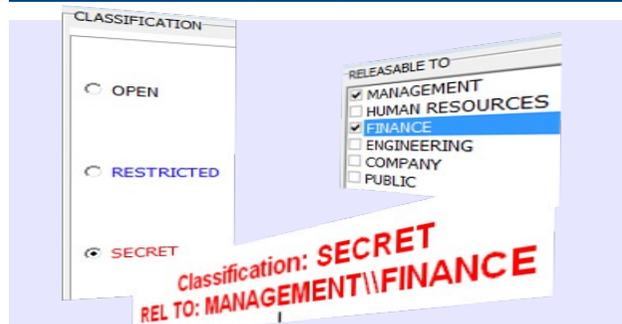
ClassifyIt is a data loss prevention plugin from ugarbe.de, which integrates in Microsoft Office applications. It provides visual and technical markings and file encryption for email attachments.

### ClassifyIt Capabilities:

Manage and protect sensitive and classified information. Enforce visual markings on emails and documents and create awareness by the originator and the recipients, which leads to a sensitive handling of the information. In combination with handling policy this is an effective manner to minimise unintentional data leakage. Combining this further with an application firewall will prevent unintentional data leakage.



## ClassifyIt Key Features



ClassifyIt is a **Plug-In** for Microsoft Outlook, Word and Excel applications, of the Microsoft Office 2010 Suite.

ClassifyIt supports **Data Loss Prevention (DLP)** by enforcing security markings on emails and documents. DLP is supported by readable security **markings** and non-readable information to emails (X-Header) and documents (properties). Both can support network security DLP measures through mailguards or web firewalls.

ClassifyIt supports the **enforcement of classification** markings on emails, word and excel documents. The markings can be configured to be compliant with the company's or organisation's security policy.

ClassifyIt supports the selection of **release markings** to ensure company's and organisation's security policy compliant markings.

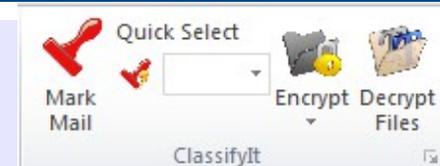
ClassifyIt supports **classification as a service** through central web control of configuration parameters.

ClassifyIt supports the **encryption** of email attachments through built-in, individual session key or public key encryption.

ClassifyIt supports **Public/Private Key** management.

## Protect Emails

ClassifyIt **enforces policy compliant security markings**



on each email. An Email cannot be send if the marking was not added through ClassifyIt.

**Classification: TLP:RED REL TO AUS. CAN (STRICT DISSEMINATION LIMITATION)**

ClassifyIt **checks attachment types** and stops emails with attachments which are not allowed to be sent.

ClassifyIt **checks consistency of markings** for email forwards/replies. It can block or warn replies or forwards of emails when the classification of the forward/reply is 'lower' than the original email.

ClassifyIt supports **up to 3 representations of the selected security marking**, also called translation. This is often used in international or multinational organisations.

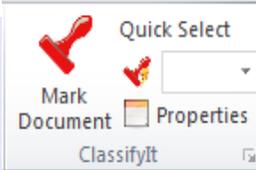
ClassifyIt adds **X-Header information** to the email envelope, which support network security devices to find and potentially prevent sending of 'non-authorized' marked emails to outsiders (e.g. if not rel PUBLIC, email must not be sent through the Internet).

ClassifyIt can **encrypt and decrypt** attachments. The encryption is based on AES-256 strong encryption. Three encryption schema are provided. Built-In, which is a one-click-encryption, Session Key, which is a pin-based-encryption and Public Key, which is a certificate-based-encryption. For Public Key, ClassifyIt provides key management functions.



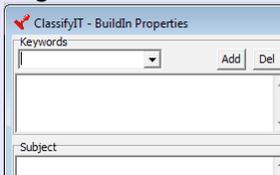
## Protect Documents

ClassifyIt supports policy compliant security markings on Word and Excel documents. These can be enforced before being saved or printed.



ClassifyIt provides a user-friendly interface to add/edit the **property information** to the document, such as Keywords, Category, Subject, Comments and others. These properties mainly help setting meta-data to the documents and support search indexers to find identify their content. ClassifyIt also adds a classification and release property, which support network security devices to assess and validate or prevent the transition of 'non-authorized' documents.

ClassifyIt supports the filling of the standard Word or Excel document properties through a **user friendly form** providing direct read/write access to those properties. To improve standardisation ClassifyIt provides user defined templates, keywords and categories.



## Administration

The administration of ClassifyIt is very easy. Only **one configuration file** specifies the security markings, their formatting and email and document specific enforcements.

The configuration file is **JSON formatted** and follows a well known and well defined standard in a human readable format.

The configuration file can be stored at any file system service, either on the local drive or on a network drive or on a web-server.

The **Config File Signer** calculates the integrity value for the configuration file, to safe it from being manipulated.

```
{
  "admin_mode":      false,
  "classifications":
    [{"real":        "OPEN",
      "trans":        "OFFEN",
      "color":        "0x000000",
      "x-class":      "O",
      "descr":        "no protection r
    },
    {"real":          "RESTRICTED",
      "trans":        "EINGESCHRÄNKT",
      "color":        "0xFF0000",
      "x-class":      "R",
      "descr":        "medium protecti
```



## where to get ClassifyIt?

A test-version ClassifyIt can be downloaded from:

<http://ugarbe.de>

## How to buy ClassifyIt?

ClassifyIt must be licensed. Licenses can be procured online. The link to the online selling portal (MyCommerce) is given at:

<http://ugarbe.de>

## Need help with ClassifyIt?

You can obtain help with ClassifyIt via email for pre- and post-selling questions at:

[support@ugarbe.de](mailto:support@ugarbe.de)

## Can I seek improvements?

Of course!

We welcome any proposals for improvements to ClassifyIt, to make it a more useful tool for your business needs. Just contact us at:

[support@ugarbe.de](mailto:support@ugarbe.de)