

## > 1- What *Mail it Safe* is:

*Mail it Safe* encrypts, protects and secures your important e-mail messages, while simultaneously providing real-time tracking.

By adding *Mail it Safe* to your *Outlook*® messaging software you will be able to:

- Secure your e-mail messages, including the attachments.
- Protect the confidentiality of important or sensitive messages.
- Know in real-time if and when your message has been consulted.

## > 2- Why use *Mail it Safe*?

### **Security**

Behind *Mail it Safe*'s easy-to-use features is a complex encryption system that ensures the security of your important e-mails. You can rest assured that messages including sensitive content will not be intercepted by potential wrongdoers.

### **Confidentiality**

With *Mail it Safe*, messages containing confidential information can be password-protected. A password-protected *Mail it Safe* e-mail can only be opened by its intended recipient(s).

### **Tracking**

Delivery of every e-mail message sent with *Mail it Safe* is tracked in real time. You will know the instant a message is read, and whether its attachments are consulted.

## > 3- Will *Mail it Safe* change the way you work?

No. *Mail it Safe* does not change the way you work. *Mail it Safe* is seamlessly integrated into *Microsoft*® *Outlook*®. If you can send an e-mail using *Outlook*®, you can use *Mail it Safe*.

## ➤ 4- What are the technical considerations?

### Installation

*Mail it Safe* is a plug-in to Microsoft Outlook® and must therefore be installed on your computer. If you are using a company computer connected to a network, you may require some added privileges for the right to install *Mail it Safe* on your workstation; you may have to ask your system administrator to grant you permission to do so.

### Sending messages

For added security, *Mail it Safe* must validate the identity of each user the moment they attempt to send a secure message or try to view a report. *Mail it Safe* accomplishes this by connecting to our secured servers via an SSL connection for authentication and reporting viewing purposes. Your network must therefore allow this type of SSL connection, **on port 443** (your system administrator will know what this means).

Furthermore, in order to ensure that a message is not intercepted, *Mail it Safe* sends all messages via a SSL connection to our secure servers **on port 465, not via your traditional outgoing (SMTP) server**. Therefore, existing mail servers are bypassed and your network administrator must allow *Mail it Safe* to **use port 465**.

### *Mail it Safe* encryption

Unlike traditional e-mail encryption methods, like public key infrastructures (PKI) that can only authenticate a predefined group of key-holding individuals, *Mail it Safe* enables its clients to send secure, encrypted messages to **anyone** who is able to receive e-mail.

This is *Mail it Safe's* secure route:

- 1- The moment a secure *Mail it Safe* message is sent from Outlook®, it is transmitted via a 128-bit SSL internet connection (the highest possible encryption rate over the internet) directly to a *Mail it Safe* secure server.
- 2- On the *Mail it Safe* secure server, messages are encrypted at 256 bits using AES encryption.
- 3- Simultaneously, a greeting message is sent to the recipient, advising him that an important message is waiting to be delivered; he is then prompted to link away from the greeting message and connect to the *Mail it Safe* server to retrieve his message.
- 4- The recipient accesses his message over a 128-bit SSL connection using his web browser.
- 5- For optimal security and confidentiality, a password may be added from within Outlook®, further ensuring that only the authorized recipient can open the message.

### **Message retrieval**

You may have noticed that before receiving a *Mail it Safe* secure message, the recipient first receives a *Mail it Safe* Greeting, explaining that an important message has been sent to him, and, in order to consult the message, the recipient must click on a link. This link leads the recipient to a *Mail it Safe* server over an SSL connection, where the message can be consulted in a secure and confidential environment.

This greeting also serves to deliver important disclaimers.

### **Virus Protection**

As an added safeguard, every *Mail it Safe* secure message is scanned for viruses.

## **5- Should I trust *Mail it Safe*?**

*Mail it Safe* behaves just as regular e-mail would:

- No other traffic is generated on the network
- No other privileges are required to run it, just install it
- *Mail it Safe* does not interfere or modify standard Outlook® or Exchange® features
- *Mail it Safe* may easily be uninstalled at any time

*Mail it Safe's* security and integrity is inspected by IBM Consulting quarterly. Complete reports are available upon request.

All *Mail it Safe* servers are hosted in an IBM ultra-secure data center. Complete specifications are available upon request.

## > 6 – Who is Prospector Network?

Prospector Network, the creator of *Mail it Safe*, is an international company relying on nearly 50 professionals. Since 1998, Prospector has been developing powerful communication tools that bring companies closer to their customers and partners.

Prospector takes pride in having real people serve real people. Contact one of our *Mail it Safe* professionals at one of the regional offices below, call our toll-free number where someone will put you in contact with a local professional 1 877 875-2311 or visit our website: [www.mailitsafe.com](http://www.mailitsafe.com).

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